

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

T: 01270 756975

www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

9th January 2024

To: Members of the Finance and Governance Committee

Dear Councillor,

You are summoned to attend the meeting of the Finance and Governance Committee to be held at 6:00pm on Tuesday 16th January 2024. The meeting will be held at the **Crewe Town Council offices, 1 Chantry Court, Crewe, CW1 2DL.**

In the interests of maintaining safety, adherence to guidance and to facilitate appropriate public access, the meeting will be recorded and shared on the Crewe Town Council youtube.com channel.

Yours sincerely,

Peter Turner
Town Clerk
Crewe Town Council

Agenda

- 1** To receive apologies for absence
- 2** To note declarations of Members' interests
- 3** To confirm and sign the Minutes of the Finance and Governance Committee meeting held on 21st November 2023
- 4** Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments in relation to the published agenda items. Any member of the public wishing to participate should email support@crewetowncouncil.gov.uk by 4.00 p.m. on the day of the meeting, providing their name, email address and an indication of the subject of their question or comment. Alternatively, your comments or questions can be submitted in advance and read to the committee at the meeting by the clerk.

Attendance at the meeting in person is permitted, but space is limited. Please feel free to contact the office to discuss this in more detail if you would like to.

- 5** To review the year to date financial position and material variances for Crewe Town Council
- 6** To Consider and approve payments to date for recommendation to council between 01/11/2023 and 31/12/2023 To the value of £157,992.91
- 7** To review the following Governance Documents as part of the Annual Governance Review Process:-
 - 7.1 Quality Policy
 - 7.2 CIL Allocation Policy
 - 7.3 Risk Management Policy
 - 7.4 Information & Data Protection Policy
 - 7.5 Mayor's Allowance Scheme
- 8** To note the outcome of the budget setting process for 2024/25
- 9** To review the current committee structure and progress of the structural review
- 10** To receive the interim internal audit for recommendation to council
- 11** To consider tree management contract for capital assets
- 12** To note the proposed date of the next meeting Tuesday 11th March 2024 at 6pm.

Agenda Item 3

Crewe Town Council: Finance and Governance Committee

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

T: 01270756975

www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

MINUTES Finance & Governance Committee 21 11 2023

In attendance: Cllr Dawn Clark Cllr Steve Hogben Cllr Toni Mortimer
Cllr Kevin Murray Cllr Jill Rhodes Cllr John Rhodes
Cllr Dennis Straine-Francis

- 1 To receive apologies for absence
Cllr Jamie Messent
- 2 To note declarations of Members' interests
Cllr Murray declared a non-pecuniary interest in agenda item 8 as a member of the Crewe Heritage Trust
- 3 To confirm and sign the Minutes of the Finance and Governance Committee meeting held on 12th September 2023
RESOLVED: That the minutes are approved as a true record of the meeting
- 4 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments in relation to the published agenda items.

None
- 5 To review the year to date financial position for Crewe Town Council
Noted
- 6 To Consider and approve payments to date for recommendation to council between 01/09/2023 and 31/10/2023 To the value of £123,487.31
RESOLVED: That the payments are approved and recommended to council
- 7 To review the following Governance Documents as part of the Annual Governance Review Process:-
 - 7.1 Bring Your Own device (BYOD) Policy
 - 7.2 Child Protection & Vulnerable Persons Safeguarding Policy
 - 7.3 Customer Care Policy & Complaints Code
 - 7.4 Crewe Friendship & Twinning Policy

Agenda Item 3

7.5 General Privacy Notice

RESOLVED: That the policies are reviewed and that those amended are recommended to council for approval

8 To note the UKSPF grants update

RESOLVED:

- i. That the spend associated with the funding is recommended to council for approval
- ii. That the need to defray payment prior to applying for the funding draw down is noted.
- iii. That, should any additional funding associated with the projects be made available, it is recommended to council that it is accepted and delivered as per the submitted associated project profile

9 To review the current committee structure

RESOLVED: That a draft structure is agreed for broader engagement with members and officers

10 To review the budget setting update for financial year 2024/25 and make recommendation to council for adoption

RESOLVED: That the draft budget (v9) for 2024/25, having followed the budget setting process, is recommended to council for approval of the associate precept requirement

11 To note the proposed date of the next meeting Tuesday 16th January 2024 at 6pm.

Meeting closed at 6.57pm

Chair Cllr Jill Rhodes

Clerk P Turner

18/12/2023

Crewe Town Council Current Year

17:33

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Payroll								
4000 Salaries & Wages	27,835	167,229	274,540	107,311		107,311	60.9%	
4005 Tax & NI	3,062	16,929	31,020	14,091		14,091	54.6%	
4010 Pension Contributions	6,151	36,958	63,144	26,186		26,186	58.5%	
4101 Accountancy Fees	0	940	1,400	460		460	67.1%	
Payroll :- Indirect Expenditure	37,048	222,055	370,104	148,049	0	148,049	60.0%	0
Net Expenditure	(37,048)	(222,055)	(370,104)	(148,049)				
203 Borrowing (PWLB)								
4046 Loan Repayments	0	14,117	14,300	183		183	98.7%	
Borrowing (PWLB) :- Indirect Expenditure	0	14,117	14,300	183	0	183	98.7%	0
Net Expenditure	0	(14,117)	(14,300)	(183)				
205 Administration								
1880 Interest (CCLA)	9,607	56,150	10,000	(46,150)			561.5%	
1900 Precept	0	1,265,115	1,265,115	0			100.0%	
1910 Community Infrastructure Levy	10,773	10,773	0	(10,773)			0.0%	
1999 Miscellaneous Income	0	0	10,000	10,000			0.0%	
Administration :- Income	20,379	1,332,038	1,285,115	(46,923)			103.7%	0
4016 Bank Charges (Co-op)	54	445	1,600	1,155		1,155	27.8%	
4025 Employee Training	175	625	3,000	2,375		2,375	20.8%	
4030 Employee Travel/Subsistence	52	281	1,400	1,119		1,119	20.1%	
4060 Refreshments/Catering	0	227	200	(27)		(27)	113.7%	
4100 Audit Fees	550	3,295	3,500	205		205	94.1%	
4101 Accountancy Fees	1,860	3,760	3,750	(10)		(10)	100.3%	
4105 Legal & Professional Fees	0	804	1,000	196		196	80.4%	
4110 Insurance	0	5,187	6,000	813		813	86.5%	
4111 Subscriptions	150	5,409	5,750	341		341	94.1%	
4112 Postage	0	0	250	250		250	0.0%	
4115 Stationery	0	1,055	1,100	45		45	95.9%	
4116 Printing	344	1,744	3,000	1,256		1,256	58.1%	
4117 Cleaning	460	1,615	2,000	385		385	80.8%	
4120 Computer Equipment/Software	398	3,286	4,500	1,214		1,214	73.0%	
4123 Website	0	137	1,000	863		863	13.7%	
4130 Telephones	237	2,971	4,000	1,029		1,029	74.3%	
4155 Room Hire Costs	0	0	1,400	1,400		1,400	0.0%	
4170 Equipment Purchase/Repair/Hire	257	2,121	4,000	1,879		1,879	53.0%	
4175 Clothing/PPE	0	61	250	189		189	24.4%	

18/12/2023

Crewe Town Council Current Year

17:33

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4183 Contractors - Professional	0	0	6,000	6,000		6,000	0.0%	
4998 Strategic Allowance	1,552	5,797	24,500	18,703		18,703	23.7%	
Administration :- Indirect Expenditure	6,089	38,821	78,200	39,379	0	39,379	49.6%	0
Net Income over Expenditure	14,290	1,293,217	1,206,915	(86,302)				
<u>206 Accomodation</u>								
4160 Utilities	447	1,955	6,000	4,045		4,045	32.6%	
4181 Contractors - Services	763	2,288	6,000	3,712		3,712	38.1%	
4992 Sinking Fund	0	0	1,000	1,000		1,000	0.0%	
Accomodation :- Indirect Expenditure	1,210	4,243	13,000	8,757	0	8,757	32.6%	0
Net Expenditure	(1,210)	(4,243)	(13,000)	(8,757)				
<u>210 Civic Costs</u>								
4050 Mayor's Allowance	0	44	2,500	2,456		2,456	1.8%	
4999 Civic Expenses	0	787	2,000	1,213		1,213	39.4%	
Civic Costs :- Indirect Expenditure	0	832	4,500	3,668	0	3,668	18.5%	0
Net Expenditure	0	(832)	(4,500)	(3,668)				
<u>215 Members' Costs</u>								
4035 Member Training	0	90	500	410		410	18.0%	
4040 Member Travel/Subsistence	0	0	500	500		500	0.0%	
Members' Costs :- Indirect Expenditure	0	90	1,000	910	0	910	9.0%	0
Net Expenditure	0	(90)	(1,000)	(910)				
<u>300 Grants</u>								
4260 Grants Scheme	0	23,521	50,000	26,479		26,479	47.0%	
Grants :- Indirect Expenditure	0	23,521	50,000	26,479	0	26,479	47.0%	0
Net Expenditure	0	(23,521)	(50,000)	(26,479)				
<u>305 Town Centre (Strategy)</u>								
1310 Grants Received	0	6,947	0	(6,947)			0.0%	
Town Centre (Strategy) :- Income	0	6,947	0	(6,947)				0
Net Income	0	6,947	0	(6,947)				

18/12/2023

Crewe Town Council Current Year

17:33

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
307 Town Centre Maintenance								
4170 Equipment Purchase/Repair/Hire	296	2,632	10,000	7,368		7,368	26.3%	
4175 Clothing/PPE	50	50	0	(50)		(50)	0.0%	
4180 CCTV	0	32,160	34,500	2,340		2,340	93.2%	
4184 Rangers Service	41,551	82,064	187,469	105,405		105,405	43.8%	
4186 Regeneration Projects	0	8,780	21,000	12,220		12,220	41.8%	
4188 Enforcement Officer	0	36,176	33,242	(2,934)		(2,934)	108.8%	14,200
Town Centre Maintenance :- Indirect Expenditure	41,897	161,862	286,211	124,349	0	124,349	56.6%	14,200
Net Expenditure	(41,897)	(161,862)	(286,211)	(124,349)				
6001 plus Transfer From EM Reserves	0	14,200						
Movement to/(from) Gen Reserve	(41,897)	(147,662)						
310 Floral Schemes								
4181 Contractors - Services	16,213	31,275	35,000	3,725		3,725	89.4%	
Floral Schemes :- Indirect Expenditure	16,213	31,275	35,000	3,725	0	3,725	89.4%	0
Net Expenditure	(16,213)	(31,275)	(35,000)	(3,725)				
320 Parks and Allotments								
4179 Play Area Improvement Scheme	67,522	67,522	100,000	32,478		32,478	67.5%	67,522
4420 Parks & Allotments	0	30,055	7,000	(23,055)		(23,055)	429.4%	30,000
Parks and Allotments :- Indirect Expenditure	67,522	97,577	107,000	9,423	0	9,423	91.2%	97,522
Net Expenditure	(67,522)	(97,577)	(107,000)	(9,423)				
6001 plus Transfer From EM Reserves	67,522	97,522						
Movement to/(from) Gen Reserve	0	(55)						
350 Events								
1995 Event income	370	700	0	(700)			0.0%	
1999 Miscellaneous Income	0	10,000	0	(10,000)			0.0%	
Events :- Income	370	10,700	0	(10,700)				0
4258 Heritage Activities	2,620	20,351	0	(20,351)		(20,351)	0.0%	20,351
4259 Community Events	2,599	58,910	49,000	(9,910)		(9,910)	120.2%	14,083
4271 Event Matching Fund	0	5,000	10,000	5,000		5,000	50.0%	
Events :- Indirect Expenditure	5,219	84,261	59,000	(25,261)	0	(25,261)	142.8%	34,434
Net Income over Expenditure	(4,849)	(73,561)	(59,000)	14,561				
6001 plus Transfer From EM Reserves	2,620	34,434						
Movement to/(from) Gen Reserve	(2,229)	(39,127)						

18/12/2023

Crewe Town Council Current Year

17:33

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
352 Christmas Programme								
4274 Strategic Event	0	0	60,000	60,000		60,000	0.0%	
4275 Infrastructure (Christmas)	0	0	60,000	60,000		60,000	0.0%	
4287 Christmas Activities	6,376	6,376	25,000	18,624		18,624	25.5%	
4992 Sinking Fund	0	0	10,000	10,000		10,000	0.0%	
Christmas Programme :- Indirect Expenditure	6,376	6,376	155,000	148,624	0	148,624	4.1%	0
Net Expenditure	(6,376)	(6,376)	(155,000)	(148,624)				
460 M&E Projects								
4288 Event Seed Funding/Income Gene	0	5,506	15,000	9,494		9,494	36.7%	5,240
M&E Projects :- Indirect Expenditure	0	5,506	15,000	9,494	0	9,494	36.7%	5,240
Net Expenditure	0	(5,506)	(15,000)	(9,494)				
6001 plus Transfer From EM Reserves	0	5,240						
Movement to/(from) Gen Reserve	0	(266)						
470 Community Plan								
4252 Remembrance	3,812	4,240	6,000	1,760		1,760	70.7%	
4730 St Peters Community Developmen	0	0	5,000	5,000		5,000	0.0%	
4731 Sustaining Network	0	8,010	10,000	1,990		1,990	80.1%	
4754 Tree of Light	0	237	5,000	4,763		4,763	4.7%	
4767 Health and Wellbeing	490	29,354	40,000	10,646		10,646	73.4%	5,359
4768 Families/Early Intervention	0	500	0	(500)		(500)	0.0%	500
Community Plan :- Indirect Expenditure	4,302	42,341	66,000	23,659	0	23,659	64.2%	5,859
Net Expenditure	(4,302)	(42,341)	(66,000)	(23,659)				
6001 plus Transfer From EM Reserves	0	5,859						
6000 less Transfer to EM Reserve	0	359						
Movement to/(from) Gen Reserve	(4,302)	(36,841)						
473 Town Promotion								
1999 Miscellaneous Income	0	7,400	0	(7,400)			0.0%	
Town Promotion :- Income	0	7,400	0	(7,400)				0
4721 Public Realm	5,270	29,071	25,000	(4,071)		(4,071)	116.3%	22,353
4723 Town Centre Promotion	0	14,086	0	(14,086)		(14,086)	0.0%	14,086
4727 Heritage Projects	0	31,454	20,000	(11,454)		(11,454)	157.3%	8,744
Town Promotion :- Indirect Expenditure	5,270	74,610	45,000	(29,610)	0	(29,610)	165.8%	45,182
Net Income over Expenditure	(5,270)	(67,210)	(45,000)	22,210				
6001 plus Transfer From EM Reserves	0	44,964						
Movement to/(from) Gen Reserve	(5,270)	(22,247)						

18/12/2023

Crewe Town Council Current Year

17:33

Detailed Income & Expenditure by Budget Heading 30/11/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>474 CP Projects</u>								
4742 Community Asset Projects	0	560	0	(560)		(560)	0.0%	560
4755 Heritage Strat	0	2,620	0	(2,620)		(2,620)	0.0%	2,620
CP Projects :- Indirect Expenditure	<u>0</u>	<u>3,180</u>	<u>0</u>	<u>(3,180)</u>	<u>0</u>	<u>(3,180)</u>		<u>3,180</u>
Net Expenditure	<u>0</u>	<u>(3,180)</u>	<u>0</u>	<u>3,180</u>				
6001 plus Transfer From EM Reserves	0	3,180						
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
Grand Totals:- Income	20,749	1,357,085	1,285,115	(71,970)			105.6%	
Expenditure	191,147	810,667	1,299,315	488,648	0	488,648	62.4%	
Net Income over Expenditure	<u>(170,398)</u>	<u>546,418</u>	<u>(14,200)</u>	<u>(560,618)</u>				
plus Transfer From EM Reserves	70,142	205,399						
less Transfer to EM Reserve	0	359						
Movement to/(from) Gen Reserve	<u>(100,256)</u>	<u>751,458</u>						

BLANK



CREWE
TOWN COUNCIL

REPORT STATEMENT

Meeting: Finance & Governance Committee 16th January 2024
Report Purpose: Material variances report
Version Control: v1
Author: Clerk

1. Report Summary

The report, forming part of the audit recommendations 2023, identifies spend against budget (associated Detailed Income & Expenditure Report) highlighting any material differences for comments.

2. Background

Crewe Town Council sets an annual budget, which is delivered within the approved Business delivery Plan and conforming to policy, approvals and financial regulations.

Agenda Item 5

3. Position

	Budget (Exp)£	Budget (Inc)£	Budget Balance £	Spend YTD £	Explanation of material difference
FINANCE AND GOVERNANCE COMMITTEE					
Payroll					
Salaries & Wages	274540		274540	167229	NA
Tax & NI	31020		31020	16929	NA
Pension Contributions	63144		63144	36958	NA
Payroll administration costs	1400		1400	940	NA
Borrowing (Int)					
Loan Repayments	14300		14300	14117	NA
Administration					
Bank interest received		0	0		
Interest CCLA		10000	-10000	56150	High interest rates nationally have resulted in higher than anticipated income
Miscellaneous Income		10000	-10000	10773	CIL income – previously not informed
Bank Charges	1600		1600	445	Awaiting completion of financial year

Agenda Item 5

Employee Training	3000		3000	625	Training scheduled for Qtr4 2023/24
Employee Travel/Subsistence	1400		1400	281	Efficiency
Refreshments/Catering	200		200	227	Additional activity – members engaged and attending the office
Audit Fees	3500		3500	3295	NA
Accountancy Fees	3750		3750	3760	NA
Legal & Professional Fees	1000		1000	804	NA
Insurance	6000		6000	5187	Insurance contract in place
Subscriptions	5750		5750	5409	NA
Postages	250		250	0	Reduction in traditional communication route
Stationery	1100		1100	1055	NA
Printing	3000		3000	1744	NA
Janitorial	2000		2000	1615	NA
Computer Equipment/Software	4500		4500	3286	NA
Website	1000		1000	137	Updated back office operation system to go live Qtr4
Telephones	4000		4000	2971	NA
Room Hire Costs	1400		1400	0	No need for external meetings
Equipment Purchase/Repair/Hire	4000		4000	2121	NA
Clothing/PPE	250		250	61	Limited need so far this year

Agenda Item 5

Contractors - Professional	6000		6000	0	No need this year so far
Strategic Allowance	24500		24500	18703	NA
Accommodation					
Utilities	6000		6000	4045	NA
Contractors - Services	6000		6000	3712	NA
Sinking Fund	1000		1000	0	NA
Members' Costs					
Member Training	500		500	90	Awaiting requirement
Member Travel/Subsistence	500		500	0	None so far this year
MARKETING AND EVENTS COMMITTEE					
Events					
Event Income	0		0	700	Christmas Lights Market income
Miscellaneous Income	10000		10000	0	UKSPF Income to follow
Community Events & Summer Programme	49000		49000	58910	£14,083 from EMR
Event Matching Fund	10000		10000	5000	NA

Agenda Item 5

Christmas Programme					
Strategic Event	60000		60000	0	Allocated for future delivery
Infrastructure (Christmas)	60000		60000	0	To be invoiced January 2024
Christmas Activities	25000		25000	6376	To be updated following financial month end
Sinking Fund	10000		10000	0	NA
M&E Projects					
Event Seed Funding/income generation	15000		15000	5560	Allocated to future delivery
COMMUNITY PLAN					
Civic Costs					
Mayor's Allowance	2500		2500	44	Efficiency and voluntary service
Civic Expenses	2000		2000	787	Efficiency and voluntary service
Grants					
Grants Scheme	50000		50000	23521	To be allocated to appropriate applications.
Community Plan					
Sustaining Network	10000		10000	8010	NA
Community Development Commissioning	5000		5000	0	To be invoiced

Agenda Item 5

Tree of Light	5000		5000	237	To be updated following financial month end
Health & Wellbeing	40000		40000	29354	Allocated and to be invoiced
Remembrance	6000		6000	4240	Efficiency and awaiting further invoices
PLANNING					
Planning					
Contractors - professional	0			0	NA
OPERATIONS & IMPROVEMENTS					
Operations					
Equipment Purchase/Repair/Hire	10000		10000	2632	Underspend based on service need
CCTV	34500		34500	32160	NA
Ranger Service	187469		187469	82064	NA- later invoices
Enforcement officer	33242	14200	19042	36176	EMR provision
Floral Scheme	35000			0	
Floral Schemes					
External Contractors	35000		35000	31275	NA

Agenda Item 5

Green Spaces					
Play Area Improvement Scheme	100000		100000	97522	NA
Allotments	7000		7000	55	Awaiting tree works invoice
Regeneration					
Public Realm	25000		25000	6718	Awaiting delivery
Heritage Projects	20000		20000	31454	Balance to be allocated to EMR
Regen Projects	21000		21000	8780	Awaiting delivery

Agenda Item 5

Crewe Town Council: Finance & Governance Committee

4. Conclusions

Income:

Income has been comparatively high due to successful grant opportunities (to increased in Qtr4 due to UKSPF income) and higher than normal interest income from the CCLA account

Underspend:

There is some underspend associated with Operations and Improvements that will lead to a surplus at the end of the financial year.

Exceptional expenditure:

Purchase of land at the Railway Cottages (£20,000 plus on costs) was outside of budgeted amount but approved by council March 2023. This expenditure can be absorbed without impact on financial security

5. Consideration Sought

To note the report

Crewe Town Council Current Year

Payments 31st October to 31st December 2023

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total
31/10/2023	3678	MMCL01	MM CLEANING	£164.00	£32.80	£196.80
31/10/2023	4736	JDHB01	JOHN HENRY Audit	£1,450.00	£290.00	£1,740.00
31/10/2023	41338	ZERO02	ZERO GROUP	£58.34	£11.67	£70.01
31/10/2023	5398516	RIGHTFUEL	RIGHTFUEL	£65.15	£13.03	£78.18
31/10/2023	1.17E+10	ANSA01	ANSA	£67,522.05	£13,504.41	£81,026.46
01/11/2023	3044	VAST01	VASTUM	£132.00	£26.40	£158.40
01/11/2023	1046037	BRIG01	BRIGHTER BILLS	£236.66	£47.33	£283.99
01/11/2023	761873279/00	SSE01	SOUTHERN ELECTRIC	£281.28	£14.06	£295.34
02/11/2023	50	GLITE	GLITZ FANCY	£30.00	£0.00	£30.00
02/11/2023	1.17E+10	ANSA01	ANSA	£2,718.45	£543.69	£3,262.14
03/11/2023	5416	NGL01	NGL TECH	£39.60	£7.92	£47.52
04/11/2023	3/23	CHINNERY	FRANCESCA CHINNERY	£2,620.00	£0.00	£2,620.00
05/11/2023	C4C	LITTLEFORE	LITTLEFOREST	£800.00	£0.00	£800.00
06/11/2023	0050/301328:	MKM01	MKM BUILDINGSUPPLIES	£61.56	£12.31	£73.87
06/11/2023	111898734/00	SSE01	SOUTHERN ELECTRIC	£115.80	£5.79	£121.59
07/11/2023	2452	POWERHIVE	POWERHIVE ELECTRICAL	£160.00	£0.00	£160.00
07/11/2023	114493	PETH01	PET HIRE	£23.98	£4.80	£28.78
09/11/2023	114521	PETH01	PET HIRE	£56.00	£11.20	£67.20
10/11/2023	23/4212N	CHES01	CEC	£96.00	£0.00	£96.00
10/11/2023	2005849669	HMLR	LAND REG	£6.00	£0.00	£6.00
11/11/2023	3892531	WATE02	WATERPLUS	£50.30	£2.48	£52.78
12/11/2023	REMSUND23	CREWE01	CREWE BRASS	£400.00	£0.00	£400.00
13/11/2023	54702	DG	DG OFFICE	£109.11	£21.82	£130.93
13/11/2023	88797	ALPH01	ALPHA	£117.18	£23.44	£140.62
13/11/2023	JAC161	JUNKA01	JUNK ART CREATIONS	£24.00	£0.00	£24.00
14/11/2023	1615	WHITERBIBB	WHITE RIBBON UK	£330.00	£66.00	£396.00
14/11/2023	10231	LJPRINT	L J PRINT LIMITED	£179.00	£35.80	£214.80
14/11/2023	54712	DG	DG OFFICE	£7.00	£1.40	£8.40
14/11/2023	54713	DG	DG OFFICE	£60.57	£12.11	£72.68
15/11/2023	628	STAF01	STAFFS	£530.00	£0.00	£530.00
15/11/2023	2463	POWERHIVE	POWERHIVE ELECTRICAL	£75.00	£0.00	£75.00
15/11/2023	2464	POWERHIVE	POWERHIVE ELECTRICAL	£120.00	£0.00	£120.00
15/11/2023	23396	AMBE01	AMBEROL	£2,357.62	£471.52	£2,829.14
15/11/2023	NOV	VICKY	VICKY H	£51.84	£0.00	£51.84
16/11/2023	31	COOP01	CO OP BANK	£8.75	£0.00	£8.75
16/11/2023	1.17E+10	ANSA01	ANSA	£15,617.74	£3,123.55	£18,741.29
17/11/2023	706	JOHN01	J GREENALL	£1,860.00	£372.00	£2,232.00
17/11/2023	1200558	GREGGAS	GREG GAS SERVICES	£80.00	£0.00	£80.00
18/11/2023	31328	SCCC01	SCCCI	£150.00	£30.00	£180.00
19/11/2023	1168	BLIT02	BLITZ FIREWORKS	£2,439.25	£487.85	£2,927.10
21/11/2023	489	MINI	MINI BEANS	£270.00	£54.00	£324.00
21/11/2023	72851	HOLD01	HOLDFAST	£8.00	£1.60	£9.60
22/11/2023	54755	DG	DG OFFICE	£29.25	£5.85	£35.10
22/11/2023	65819	FIFI01	FIFIELD	£487.81	£0.00	£487.81
22/11/2023	114764	PETH01	PET HIRE	£22.00	£4.40	£26.40
23/11/2023	10275	LJPRINT	L J PRINT LIMITED	£216.00	£43.20	£259.20
23/11/2023	1.17E+10	ANSA01	ANSA	£132.86	£26.57	£159.43
24/11/2023	4739	JDHB01	JOHN HENRY Audit	£550.00	£110.00	£660.00
24/11/2023	6961	MASON	D A MASON	£595.00	£0.00	£595.00
24/11/2023	54764	DG	DG OFFICE	£29.44	£5.89	£35.33
25/11/2023	18591	FOOL01	FOOLS PARADISE	£1,475.00	£295.00	£1,770.00
27/11/2023	88428	ALPH01	ALPHA	£2,012.58	£402.52	£2,415.10
27/11/2023	287335	TUDO01	TUDOR	£207.03	£41.41	£248.44
27/11/2023	1.17E+10	CHES01	CEC	£45.00	£0.00	£45.00
27/11/2023	CLSO	JLMEDICAL	JL MEDICAL	£437.50	£0.00	£437.50
27/11/2023	CTC02	GOLDSMITH	DGOLDSMITH	£1,775.00	£0.00	£1,775.00
28/11/2023	375	SAMEDIFF	SAME DIFFERENCE	£670.00	£0.00	£670.00
28/11/2023	3705	MMCL01	MM CLEANING	£164.00	£32.80	£196.80

Agenda Item 6

28/11/2023	5496 NGL01	NGL TECH	£358.84	£71.77	£430.61
28/11/2023	81637 CWLW01	CWLW	£50.00	£10.00	£60.00
29/11/2023	636 STAF01	STAFFS	£1,420.00	£0.00	£1,420.00
29/11/2023	114901 PETH01	PET HIRE	£35.20	£7.04	£42.24
30/11/2023	604 CURIOUS	CURIOUS MINDS	£175.00	£0.00	£175.00
30/11/2023	41983 ZERO02	ZERO GROUP	£50.61	£10.12	£60.73
30/11/2023	508368 AMBE03	AMBERON	£1,581.84	£316.37	£1,898.21
30/11/2023	5449088 RIGHTFUEL	RIGHTFUEL	£63.54	£12.71	£76.25
30/11/2023	1700192244 ANSA01	ANSA	£41,422.18	£8,284.44	£49,706.62
02/12/2023	189576 FOOL01	FOOLS PARADISE	£825.00	£165.00	£990.00
17/12/2023	18577 FOOL01	FOOLS PARADISE	£860.00	£172.00	£1,032.00
23/12/2023	18578 FOOL01	FOOLS PARADISE	£820.00	£164.00	£984.00
		TOTAL INVOICES	£157,992.91	£29,410.07	£187,402.98

CREWE TOWN COUNCIL QUALITY POLICY

Adopted by Council: 29th September 2020

Planned Review Date: ~~May 2023~~ March 2024

PURPOSE

Crewe Town Council believes that its commitment to continuous improvement will guarantee the success of the Council by fulfilling its strategic objectives and the needs and expectations of its residents, communities, businesses, clients, partners and other stakeholders.

The Council has developed its expertise and standards since its establishment and its aim is to achieve a high standard of service to the Town.

SCOPE

The Council's policy on Quality supports the Mission, Vision, strategic priorities and objectives contained in its Corporate Strategy, "Taking Crewe where it wants to be" which can also be viewed on our Website. It relates to all activities and processes developed and operating for quality control and management which have been underlined by the Council in a range of linked policies. It will also help ensure the Council operates in compliance with its Core Values, legal requirements and best practice.

POLICY

The Council is committed to seek Quality in all that they do by:-

- Developing and maintaining activities that are systematically planned, implemented, reviewed and evaluated.
- Increasing the Council's capacity by developing both Members and Staff and using external expertise where appropriate.
- Investing in technology and equipment which will increase efficiency.
- Working in partnership where it can add value.
- Building successful relationships with clients-residents and communities by ascertaining their respective needs and considering their wishes.
- Develop and achieve our commitments for quality, cost, and schedule.

The Council will seek recognition for its policy by:-

- Striving for excellent internal and external audit reports.
- Seeking to gain and then retain successive levels of the Local Council Awards Scheme.
- Remaining eligible to use the Power of General Competence.
- Operating through integrated quality management principles which incorporate continual assessment and can be externally assessed if appropriate.
- Publicly reporting performance.
- Undertaking satisfaction surveys on its services.
- Assessing business, financial and safety risks and managing in a way that lowers them to an acceptable level.
- Preparing and regularly reviewing a Business Continuity Plan.

The Councillors and Officers are responsible for quality control through the policies and procedures seeking improvement by constant review with suppliers and sub-contractors being encouraged to co-operate. The Council is committed to achieving customer satisfaction by the use of quality procedures

BLANK

CREWE TOWN COUNCIL
Community Infrastructure Levy Allocation Policy
Adopted by Council: 29th March 2024
Planned Review Date: May 2025

Introduction

1. This document details the governance arrangements in place at Crewe Town Council for the allocation and spending of the Community Infrastructure Levy (CIL)
2. Developers pay this levy to the Charging Authority (Cheshire East Council) which passes 15% of CIL receipts to the Town Council, this is known as the Neighbourhood Portion. This needs to be spent on locally determined infrastructure in areas where development takes place. This will rise to 25% should the Council have an adopted Neighbourhood Plan in place.

Background

3. Cheshire East Council Council approved the introduction of the Community Infrastructure Levy (CIL) in 2019 and started charging 1st March 2019. CIL is now paid to Cheshire East Council by developers after their planning permissions are implemented. Since CIL was implemented, it has become the only significant means by which Cheshire East Council is able to collect and pool developer contributions to deliver infrastructure improvements.
4. CIL is governed by the CIL Regulations 2010 (amended). From 1 April 2019, Cheshire East Council became the charging authority for the borough and administers the Charging Schedules for the Crewe area.
5. CIL is just one funding stream that can be used, in conjunction with others, to fund projects. Alongside CIL, S106 obligations will still exist, but generally as one-off agreements to mitigate the impacts of larger developments and to secure on-site developer requirements, such as the provision of affordable housing.

What can CTC fund with its portion of CIL

6. CIL can only be spent on funding infrastructure in the Town Council's local area, and allocations must demonstrate consultation with the local community. The Town Council must use CIL money to support the development of the local council's area, by funding:
 - the provision, improvement, replacement, operation or maintenance of infrastructure; or
 - anything else that is concerned with addressing the demands that development places on an area.
7. Typically, there are three broad categories of infrastructure:
 - Social infrastructure: e.g. art and culture, sports halls, education, health, social care, emergency services, community centres, village halls
 - Physical infrastructure: e.g. pavements, cycleways, flood defences, highways, transport links
 - Green infrastructure: e.g. play areas, public open space, woodlands

8. The Town Council must be able to demonstrate that it is using CIL in consultation with residents to develop projects for funding that contribute to the infrastructure priorities in the area.
9. The Town Council should spend its local CIL monies within five years of receipt. Where money is not used to support the development of the area within five years of receipt, or is used for other purposes, the CIL Regulations give the Local Authority the power to recover those funds. This is to ensure that money is spent effectively to the benefit of the local community.
10. The Town Council is required to produce a publicly available annual report on how much CIL money we have received and how much has been spent. This will include a list of all the projects funded through CIL and an itemised cost for each one.

How CTC will allocate CIL

11. Councillors can request CIL funding using the form in the appendix. Councillors are requested to speak with officers prior to submitting the form for guidance and assistance.
12. Completed form will go through the Finance and Governance Committee, for recommendation to Full Council where the request is in excess of £10,000, who will determine the application. In cases where funding is required urgently or for major, strategic projects with implications across the Council, an application could be sent to Full Council directly.
13. This process will be reviewed on an annual basis to consider its ongoing effectiveness for distributing Crewe CIL monies.

Appendix - Crewe Town Council - CIL Neighbourhood Portion Bid Form

Applicant Details:	
Cllr name	
Project Details:	
Brief description of project:	
What area will the project cover?	
What communities will benefit from the allocation?	
Briefly describe how the scheme will support and benefit the development of your local area by funding either: a) the provision, improvement, replacement, operation or maintenance of infrastructure; or b) anything else that is concerned with addressing the demands that development places on an area:	
Please confirm which of the Councils priorities this project contributes to: <input type="checkbox"/> Improve the wellbeing of the people of Crewe. <input type="checkbox"/> Manage the Council's assets and resources responsibly and transparently. <input type="checkbox"/> Manage the Council's services effectively to meet the needs of the communities we serve. <input type="checkbox"/> Work to become greener and cleaner in our activities as well as supporting our communities and partners to be as green as possible. <input type="checkbox"/> Work with partners to deliver our core values and strategy.	
Community Support:	
How do you know that the community want this? Please detail any consultation that has taken place or is needed.	

Is this proposal supported by local Ward Councillors representing the area where the project will be located? If yes, please provide confirmation below:	
In addition to any Ward Councillor support, please provide confirmation of other local community support for the project:	
Project Cost (including VAT):	
Total project cost	£
What is the cost breakdown i.e. to show expected budget lines on salaries (plus employer national insurance and pension contributions), overheads, marketing, building works, maintenance, equipment hire, feasibility etc.	
Total external funding secured:	£
Total CIL funds sought:	£
Delivery Details:	
If this is a new project, has a PID/Committee Report been agreed by the Council? Y/N	
If yes, please give details	
If a PID/Committee Report has not been agreed by the Council, please confirm that you have contacted an officer to discuss and please detail any relevant information below e.g. who is preparing the PID and what timescales are involved.	
Does this link to any existing Council projects? Y/N	
If yes, please give the details:	
Additional Information:	
Please detail any additional information that you feel may be helpful to this application.	

CREWE TOWN COUNCIL RISK MANAGEMENT SCHEME

Adopted by Council: 3rd March 2020

Review Date: March 2024

Introduction

This document sets out the framework on which risk management processes at Crewe Town Council are based. This framework should assist in ensuring that a consistent approach is taken across the Council for the identification, assessment and evaluation of risks, and for ensuring that actions are proportionate to identified risks, thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls. Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

Risk Management

Risk – ‘Risk is the combination of the probability of an event and its consequence. Consequences can range from positive to negative’.

Risk Management - ‘Process which aims to help organisations understand, evaluate and take action on all their risks with a view to increasing the probability of success and reducing the likelihood of failure.’
[Institute of Risk Management (IRM)]

Risk management is an essential feature of good management and applies to all aspects of the Council’s business.

There is an Audit requirement under the Accounts and Audit (England) Regulations 2015 s.3 to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts and summarised in the Council’s Business Plan.

Implementing the strategy involves identifying, analysing/prioritising, managing and monitoring risks.

Risks Types

Strategic Risk

Long-term adverse impacts from poor decision-making or poor implementation. Risks causing damage to the reputation of the Council, loss of public confidence, or in a worse case statutory intervention.

Compliance Risk

Failure to comply with legislation, or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts etc.

Financial Risk

Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax precept levels/impact on Council reserves.

Agenda Item 7.3

Operating Risk

Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or minimising risk. Risk can be connected to opportunities as well as potential threats.

Risk Identification

Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis

Identified risks need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences.

Risk Prioritisation

An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3). The scores for both impact and likelihood are scored in this manner. Risks scoring 6 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:-

Tolerate

Documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk;

Treat

Loss control measures are implemented to reduce the impact/likelihood of the risk occurring;

Transfer

The financial impact is passed to a third party or by way of insurance. This is good for mitigating financial risks or risks to assets;

Terminate

The circumstances from which the risk arises are ceased so that the risk no longer exists;

Risk Register

Details on the impact and likelihood matrix are included below. A summary is carried forward in to the annual Business Plan. Health and Safety risks are assessed in a similar manner but are assessed, recorded and managed separately.

Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

Roles and Responsibilities -

Councillors

Risk management is seen as a key part of the councillors' stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted. This will include:-

- Approval of the Risk Management Strategy;
- Consideration of the Annual Risk Assessment Matrix

The Finance and Governance Committee has a responsibility to set and undertake a programme of annual Member audit checks on financial procedures, other governance and operational procedures in accordance with their terms of reference and to monitor that recommendations from internal and external audits are implemented.

Proper Officer and Responsible Financial Officer

Will ensure that Risk Management is an integral part of any service review process, ensure that recommendations for risk control are detailed in service review reports and will lead in developing and monitoring Performance Indicators for Risk Management.

Project Officers and Service Managers

When developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by Council and committees.

Employees

Will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively.

Role of Internal Audit

The Internal Auditor, appointed by the Council, provides an important scrutiny role carrying out audits to provide independent assurance to the Council.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Role of External Audit

External auditors are the “public watchdog”, responsible for checking accounts comply with relevant enactments, proper practices, the council’s annual statement is true and fair and the authority has proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The external audit approach is based on completion of the annual return by the Council and relies heavily on the cooperation of the Council with the external auditor and a significant amount of self-certification by the Council. Crewe Town Council have determined to opt in to Smaller Authorities Audit Appointments Ltd (SAAA) an audits appointment body (Sector Led) to appoint its external auditor.

Training

Risk Management training will be provided to Officers. Councillors will receive appropriate briefings.

CREWE TOWN COUNCIL

INFORMATION AND DATA PROTECTION POLICY

Date adopted: June 2022

Review date: March 2024

This version supersedes any previous Information and Data Protection Policies.

Scope

This Policy consists of a suite of inter-linked policies:-

- Information and Data Protection Policy
- Appendix 1 – Information Security Policy
- Appendix 2 – CCTV Policy
- Appendix 3 – Website Policy
- Appendix 4 – Subject Access Policy
- Appendix 5 – Data Breach Notification Policy

Introduction

In order to conduct its business, services and duties, Crewe Town Council (CTC) processes a wide range of data, relating to its own operations and some which it handles on behalf of partners as specified in the Data Protection Act (DPA). In broad terms, this data can be classified as:-

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up. (*unlikely to be personal or sensitive data under DPA, but confidential never the less*)
- Confidential information about other organisations because of commercial sensitivity. (*All Confidential which is also Personal information comes under DPA*)
- Personal data concerning its current, past and potential employees, Councillors, and volunteers. (*DPA applies*)
- Personal data concerning individuals who contact it for information, access its services or facilities or to make a complaint. (*DPA applies see definition of personal data in 7 below*)
- Data passed to a third party (data processor) who undertakes a service or task for CTC, or we have a legal obligation to inform, or we need to share information with (e.g. Pension provider, HMRC). (*DPA applies*)
- Data processed on behalf of another organisation such as a Trust of which the Council is a trustee, or community partner. (*DPA applies if that is personal data*)

Crewe Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to any other organisation which it works with and to members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy is linked to our Quality Policy, ICT Policy and Data Retention Policy which will ensure information considerations are central to the ethos of the organisation.

The Town Council will periodically review and revise this policy in the light of experience, advice from its Data Protection Officer (DPO), comments from data subjects and guidance from the Information Commissioners Office.

Agenda Item 7.4

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme (on our Website) which is based on the statutory model publication scheme for local Councils.

Protecting Confidential or Sensitive Information

Crewe Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The Data Protection Act seeks to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information. The policy is based on the premise that Personal Data must be:-

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection
- Against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject means the person whose personal data is being processed.

That may be an employee, prospective employee, member or prospective member of CTC, or someone volunteering to work with it. It may also be someone transacting with it in some way, or an employee, member or volunteer with one of our clients or partner organisations, or persons transacting or contracting with one of our clients or partners when we process data for them.

Personal data means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, company) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor, in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Agenda Item 7.4

Processing information or data means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:-

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available aligning, combining, blocking, erasing or destroying the information or data regardless of the technology used.

Consent is a positive, active, unambiguous confirmation of a data subject's agreement to have their data processed for a particular purpose. Consent must be easy to withdraw and must be freely given, provided on an opt-in basis rather than opt-out

Privacy Notice is a notice from a data controller to a data subject describing how personal data will be used and what rights the data subject has.

Data Protection Officer (DPO) is an enterprise security leadership role required by DPA. DPOs are responsible for overseeing a Council's data protection strategy and its implementation to ensure compliance with DPA requirements.

Crewe Town Council processes **personal data** in order to:-

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- The individual has consented to the processing
- Processing is necessary in order to pursue the legitimate interests of the data controller.

Agenda Item 7.4

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: towclerk@crewetownCouncil.gov.uk
- Phone: 01270 756975
- Post: The Town Clerk, Crewe Town Council, 1 Chantry Court, Forge Street, Crewe CW1 2DL

The Town Council has also appointed an external Data Protection Officer to ensure compliance with Data Protection legislation who may be contacted at:

- JDH Business services Limited, Carreg Lwyd, Cefn Bychan Road, Pantymwyn, Flintshire CH7 5EW
- john@jdhbs.co.uk

Crewe Town Council, as data controller and indeed data processor, remains responsible for compliance with the data protection legislation including the DPA. All Councillors and Officer are expected to apply data protection legislation in their work.

The Council will exercise proper control and management of personal data as this will be fundamental to ensuring, and demonstrating, compliance with the DPA.

Diversity Monitoring

Crewe Town Council may monitor the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It may undertake similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

Officer Privacy Notices

The Council will always give guidance on personnel data to employees, Councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Data Security and Overseas Transfers

The Town Council will ensure the security of personal data. We will make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary after which it will be deleted.

Agenda Item 7.4

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Crewe Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred for that purpose in accordance with this policy and our Privacy Notice, however in other cases specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

- 1) The right to access personal data we hold on you
 - At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- 2) The right to correct and update the personal data we hold on you
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3) The right to have your personal data erased
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4) The right to object to processing of your personal data or to restrict it to certain purposes only
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) The right to data portability
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details). You may access these rights by contacting the Town Clerk

Agenda Item 7.4

7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via [email](#) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of Officer, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of Council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary, undertake checks on both Officer and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure.

Data Transparency

The Council recognises their responsibility to act in accordance with the Local Government Transparency Code (February 2015). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:-

- Demand led: new technologies and publication of data should support transparency and accountability.
- Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.
- Timely: data will be published as soon as possible following production.

The Council will display at least the amount of data prescribed in the Code on its website and will often voluntarily exceed this requirement.

This information can be found on the Crewe Town Council [website](#)

Appendix 1

CREWE TOWN COUNCIL

INFORMATION SECURITY POLICY

Principles and Purpose

This Policy sets out the Council's commitment to information security within the Council and provides clear direction on responsibilities and procedures.

Crewe Town Council is a Data Controller, as defined under the Data Protection Act 2018, and has registered as such with the Information Commissioner's Office.

PROTOCOLS

System Security Processes and Procedures

The Council will provide and maintain security processes and procedures for all key information systems.

The procedures will uphold the principles of confidentiality, integrity, availability and suitability and be assessed for their impact upon other systems and services.

The security procedures will provide preventative measures to reduce the risks to the system, the information held within the system and the service it supports.

A Continuity plan will be developed and maintained for each system to ensure the principles are sustained and enable the continuation of services following failure or damage to systems or facilities.

The Town Clerk will be responsible for the implementation and promotion of the procedures.

Physical Security

Adequate and practical access controls will be provided in all areas in which personal and business data is stored or used. Unattended rooms should be secured at all times with locked doors as a minimum security requirement.

All documents disclosing identifiable information will be transported in sealed containers e.g. envelopes.

Within their level of authority, Officer will be responsible for minimising the risk of theft or vandalism of the data and equipment through common-sense precautions. In particular high value equipment such as, laptop, computers, notebooks or mobile phones containing personal or confidential information, should not be left unattended or unsecured and paper records should not be left in public view.

The physical environment in which data and equipment is stored will be suitable and fit for purpose to ensure the safety of the data and equipment.

Logical Security

All computerised information and systems will be regularly backed up to a secure environment.

All computerised information systems will be password controlled and all passwords will be treated with the strictest confidence and users will not divulge their password to any unauthorised person. All sensitive data will be password protected.

Copyright and licences

The Town Clerk is responsible for ensuring all computer software packages and non-electronic media for use within an information environment are used in accordance with the terms and conditions of use as set out in the licence agreement.

Disposal and movement of equipment and media

Any media or IT equipment disposed of by the Council will not contain any data or codes that could allow an individual to be identified from it or other confidential information to be accessed. The disposal of equipment will be made under a controlled and documented environment satisfying the requirements of the Data Protection Act 2018 and DPA.

The disposal of media such as disks and memory sticks must ensure that data cannot be recovered.

Disposal of such media through the "everyday" waste collection is not permitted. The Council will implement processes to ensure appropriate disposal of such media.

An inventory of all Council computer equipment will be maintained. Details of any equipment or media disposed of or relocated (other than portable equipment) must be recorded.

Personal Computers

Computer users have responsibility for the security of the equipment in their care and shall not commit any act to compromise the data or Information Security Policy.

Computer users will be made aware of their responsibilities through this policy.

Officer and Councillors' Responsibilities

The Council will make every reasonable effort to ensure that Officer and Councillors are aware of their responsibilities for the security of information. However, each Councillor or member of Officer is responsible for ensuring that this Security Policy is adhered to and report any breaches of security.

Incident Reporting

Incidents affecting security must be reported to the Town Clerk as quickly as possible.

Appendix 2

CREWE TOWN COUNCIL

DATA BREACH NOTIFICATION POLICY

Aim

Crewe Town Council are aware of the obligations placed on it by the General Data Protection Regulation (DPA) in relation to processing data lawfully and to ensure it is kept securely.

One such obligation is to report a breach of personal data in certain circumstances and this policy sets out our position on reporting data breaches.

Personal Data Breach

A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or processed.

The following are examples of data breaches:

- a) access by an unauthorised third party;
- b) deliberate or accidental action (or inaction) by a data controller or data processor;
- c) sending personal data to an incorrect recipient;
- d) computing devices containing personal data being lost or stolen;
- e) alteration of personal data without permission;
- f) loss of availability of personal data.

Breach Detection Measures

The Council have implemented a range of measures to assist it in detecting a personal data breach, and will continue to review and refine these.

The Council will ask its IT Support company to make sure all computers and phones are up-to-date, make sure our router is an up-to-date quality model, and the firewall and anti-virus software on each computer is current.

The Council will make regular and documented inspections of physical security of premises, rooms and cabinets and ensure documents with confidential or personal information are not left about.

The Council will require our website host to document what they are doing to detect data breaches (typically hacks) and how they report them to you. The Town Clerk is responsible for this.

Officers are encouraged to regularly check for errors which may result in a data breach and report them to the Town Clerk or DPO.

The Council will regularly check security monitoring systems should flag up personal data breaches.

Officers will be trained to look for to look for:

- Unusual behaviour from anyone using a system
- Unauthorised insiders trying to access servers and files.
- Anomalies in outbound network traffic.
- Traffic sent to or from unknown locations.
- Excessive consumption.
- Changes in configuration.
- Hidden files.
- Unexpected changes.

Investigation in to suspected breach

In the event that we become aware of a breach, or a potential breach, an investigation will be carried out. All Officer are instructed to contact the DPO immediately a data breach is identified or suspected. This investigation will be carried out by the Data Protection Officer or other person agreed by the Town Clerk and DPO, who will make a decision over the severity of risk:

- Low Risk: Risk needs to be entered in Breach Register only.
- Medium Risk: Breach is required to be notified to the Information Commissioner.
- High Risk: Breach will need to be notified to the individual(s) and the ICO

Record of Breaches

The Town Clerk or other nominated officer records all personal data breaches regardless of whether they are notifiable or not as part of its general accountability requirement under DPA. It records the facts relating to the breach, its effects and the remedial action taken.

When a breach will be notified to the Information Commissioner

In accordance with the DPA, we will undertake to notify the Information Commissioner of a breach which is likely to pose a risk to people's rights and freedoms. A risk to people's freedoms can include physical, material or non-material damage such as discrimination, identity theft or fraud, financial loss and damage to reputation.

Notification to the Information Commissioner will be done without undue delay and at the latest within 72 hours of discovery. If we are unable to report in full within this timescale, we will make an initial report to the Information Commissioner, and then provide a full report in more than one instalment if so required.

The following information will be provided when a breach is notified:

- i) a description of the nature of the personal data breach including, where possible:
- ii) the categories and approximate number of individuals concerned; and
- iii) the categories and approximate number of personal data records concerned.
- iv) Contact details of the DPO.
- v) a description of the likely consequences of the personal data breach; and
- vi) a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

When a breach will be notified to the individual.

In accordance with the DPA, we will undertake to notify the individual whose data is the subject of a breach if there is a high risk to people's rights and freedoms. A high risk may be, for example, where there is an immediate threat of identity theft, or if special categories of data are disclosed online.

This notification will be made without undue delay and maybe dependent on the circumstances, be made before the supervisory authority is notified.

The following information will be provided when a breach is notified to the affected individuals:

- i) a description of the nature of the breach
- ii) the name and contact details of the Data Protection Officer.
- iii) a description of the likely consequences of the personal data breach, and
- iv) a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

Appendix 3

CREWE TOWN COUNCIL

CLOSED CIRCUIT TELEVISION (CCTV) POLICY AND CODE OF PRACTICE

CCTV POLICY

Introduction

The purpose of this policy is to regulate the management and use of the closed circuit television (CCTV) systems operated by Crewe Town Council, which covers the external aspects of the council office.

All cameras are monitored from the Town Council Offices.

This CCTV scheme and policy is operated within the Information Commissioner's Code of Practice for CCTV 2008 and Surveillance Camera Code of Practice 2013 published by the Home Office.

The CCTV system is owned wholly by the Town Council. However, the Council also makes a financial contribution each year to help Cheshire East Council and the Police deter and react to crime in the area. The principles of this policy apply only to data obtained from from the council office-based system. Cheshire East Council is responsible for the public realm CCTV operation, data and security.

OBJECTIVES OF THE CCTV SCHEME

Along with a range of measures, the CCTV system will be used to:

- monitor and assist visitors to Town Council premises
- aid safety and security to staff and visitors to the office
- reduce the fear of crime
- deter crime and criminality
- aid the detection of crime and the prosecution of offenders
- reduce instances of nuisance and vandalism

STATEMENT OF INTENT

- Crewe Town Council will treat as data all CCTV recordings and relevant information.
- Cameras will be used to monitor activities at the Council offices in line with the objectives of the scheme.
- Static cameras are set as to not focus on private homes, gardens and other areas of private property.
- Materials or knowledge secured as a result of CCTV will not be released to the media, or used for any commercial purpose, or for the purpose of entertainment. Recordings will only be released under the written authority from the Police, or in respect of a subject access request.
- The planning and design have endeavoured to ensure that the scheme will give maximum effectiveness and efficiency. It is not possible, however, to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the Council's CCTV.

OPERATION OF THE SYSTEM

- The system will be administered by the Town Clerk and other Council Officer, in accordance with the principles and objectives expressed in the code.
- The CCTV system will be in operation 24 hours each day, for every day of the year.
- System will be checked on a daily basis to ensure that the system is operating effectively and in particular that the equipment is properly recording and that cameras are functional. The system will be

Agenda Item 7.4

regularly serviced and maintained. Defects will be reported to the servicing company at the earliest convenient opportunity.

CONTROL OF SOFTWARE and ACCESS TO THE SYSTEM

- Access to the CCTV software will be strictly limited to authorised operators with a password.
- Operators must satisfy themselves that all persons viewing CCTV material will have a right to do so.
- The main control facilities will be kept secure.
- Other administrative functions will include controlling and maintaining downloaded digital materials, and maintenance and system access logs.

MONITORING PROCEDURES

- Images from these cameras may be shared with Cheshire Police, where necessary. Access to monitors must be restricted to Officer where those areas being monitored are not in public view.

DIGITAL IMAGES: PROCEDURES

- Live and recorded materials may be viewed by authorised operators investigating an incident.
- Recorded material may be downloaded from the system in line with the objectives of the scheme.
- Images (stills and footage) may be viewed by the Police for the detection or investigation of crime.
- A record will be maintained of the release of images to the Police or other authorised applicants. A register will be available for this purpose.
- Viewing of images by the Police must be recorded in writing and in the log book. Requests by the Police are allowable under section 29 of the Data Protection Act (DPA) 1998.
- Should images be required as evidence, a digital copy may be released to the Police.
- The Police may require the Council to retain images for possible use as evidence in the future. Such images will be securely stored until they are needed by the Police.
- Applications received from outside bodies to view or release images will be referred to the Town Clerk. In these circumstances, images will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee may be charged appropriate for subject access requests.
- Retention: Images will be retained for only as long as these are required. The system will automatically delete all recordings held on the main control unit after approximately one month.

BREACHES OF THE CODE (including breaches of security)

- Any breach of the CCTV Code of Practice will be investigated by the Town Clerk, in order for him/her to take any appropriate disciplinary action.

COMPLAINTS

- Any complaints about the CCTV system should be addressed to the Town Clerk.

SUBJECT ACCESS AND FREEDOM OF INFORMATION

- The Data Protection Act (DPA) and DPA provide Data Subjects with a right to data held about themselves, including those obtained by CCTV
- Requests for Data Subject Access should be made in writing to the Town Clerk
- A request for Subject Access will be charged at £10, which is the maximum allowable under the DPA
- A request under the Freedom of Information Act 2000 will be accepted, where such a request is appropriate

CCTV Code of Practice

Introduction and Accountability

Crewe Town Council has a limited closed circuit television (CCTV) surveillance system for the purposes of the prevention and detection of crime and the safety and welfare of Officer and premises users. The system is owned by Crewe Town Council and images from the system are strictly controlled and monitored by authorised personnel.

In line with the Home Office 12-point Code of Conduct for Surveillance Cameras which can be found [here](#)

The use of the system will:

- always be for the purpose specified which is in pursuit of a legitimate aim and necessary to meet an identified pressing need
- take into account its effect on individuals and their privacy
- have as much transparency as possible, including a published contact point for access to information and complaints
- have clear responsibility and accountability for all surveillance activities including images and information collected, held and used
- have clear rules, policies and procedures in place and these must be communicated to all who need to comply with them
- have no more images and information stored than that which is strictly required
- restrict access to retained images and information with clear rules on who can gain access
- consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards
- be subject to appropriate security measures to safeguard against unauthorised access and use
- have effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with.
- be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value, when used in pursuit of a legitimate aim.
- be accurate and kept up to date when any information is used to support a surveillance camera system which compares against a reference database for matching purposes

Operation

- The Town Clerk is responsible for the operation of the CCTV system and for ensuring compliance with this policy. Operations will be delegated to other members of Officer. Any concerns in respect of the system's use or regarding compliance with this policy should be addressed to the Town Clerk.

Location

- This code of conduct applies to all CCTV systems operated by the Town Council. Currently CCTV is present at the Council Offices. It will also encompass all other CCTV images that, in due course, are added to the system, or obtained from CCTV systems operated by Cheshire East Council which the Town Council have access to.
- The system is operational and images are capable of being monitored for 24 hours a day throughout the whole year.
- Images captured on camera will be recorded on the main CCTV servers which are held in secure locations. Although every effort has been made in the planning and design of the CCTV system to give it maximum effectiveness, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.
- For the purposes of the Data Protection Act 2018, the Data Controller is The Crewe Town Council and the Council is legally responsible for the management and maintenance of the CCTV system. It may however be a Data Processor for images obtained from other images.

Agenda Item 7.4

- No unauthorised access to the system is allowed at any time. Normal access is strictly limited to authorised Officer only. Cheshire Police may in future monitor cameras under a separate Memorandum of Understanding.
- In an emergency and where it is not reasonably practicable to secure prior authorisation, access may be granted to persons with a legitimate reason to access the CCTV system.
- Before granting access to the CCTV system, controllers must satisfy themselves of the identity of any visitor and ensure that the visitor has the appropriate authorisation. All visitors will be required to complete and sign the visitors' log, which shall include their name, department or the organisation they represent, the person who granted authorisation for their visit (if applicable) and the start and finish times of their access to the CCTV system.
- It is recognised that the images obtained comprise personal data and are subject to the law on Data Protection. All copies will be handled in accordance with the procedures
- Recorded images will only be reviewed with the authority of the Town Clerk. Copies of digital images will only be made for the purposes of crime detection, evidence in relation to matters affecting safety, evidence for prosecutions, or where otherwise required by law.
- All Officer involved in the operation of the CCTV system will, by training and access to this Policy, be made aware of the sensitivity of handling CCTV images and recordings.
- The Town Clerk will ensure that all Officer are fully briefed and trained in respect of all functions; operational and administrative, arising within the CCTV control operation. Training in the requirements of the Data Protection Act and this policy will also be provided.

Recordings

- The system is supported by digital recording facilities which will function throughout operations in real time. As the images are recorded digitally, the process of identifying retrieval dates and times will be computerised. Images will be cleared automatically after a set time.
- Unless required for evidential purposes or for the investigation of crime, recorded images will be retained for no longer than 30 days from the date of recording. However, the Town Council recognises that, in accordance with the requirements of the Data Protection Act, no images should be retained for longer than is necessary. Accordingly, some recorded images may be erased after a shorter period, for example where it can be determined more quickly that there has been no incident giving rise to the need to retain the recorded images. Digital images will be automatically erased after a set period, which will be no longer than 30 days.
- In the event of the digitally recorded image being required for evidence or the investigation of crime it will be retained for a period of time until it is no longer required for evidential purposes or any investigation into a crime has been completed.

Digital Recording and Access Procedures

- All disks containing images to remain the property of the Town Council.
- Requests by persons for viewing or copying of disks or obtaining digital recordings will be usually be made by prior authority of the Police.
- Requests from the Police will arise in a number of ways, including:
 - requests for a review of recordings in order to trace incidents that have been reported
 - immediate action relating to live incidents, e.g. immediate pursuit
 - for major incidents that occur when images may have been recorded continuously
 - individual Police Officers seeking to review recorded images
- It is important that access to, and disclosure of, the images recorded by CCTV is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved but also to ensure that the chain of evidence remains intact, should the images be required for evidential purposes. Users of CCTV will also have to ensure that the reasons for which they may disclose copies of the images are compatible with the reasons or purposes for which they originally obtained those images. These aspects of the policy reflect Data Protection Principles of the Data Protection Act 2018.

Agenda Item 7.4

- All requests for access or disclosure will be recorded. The Town Clerk will make decisions on access to recorded images by persons other than Police Officers. Requests by the Police for access to images will not normally be denied and can be made without the above authority, provided they are accompanied by a written request signed by a Police Officer who must indicate that the images are required for the purposes of a specific crime enquiry.
- If access or disclosure is denied, the reasons will be documented.
- If access to or disclosure of the images is allowed then the following will be documented:
 - the date and time at which access was allowed or the date on which disclosure was made
 - the reason for allowing access or disclosure
 - the extent of the information to which access was allowed or which was disclosed

Photographs and hard copy prints

- Photographs and hard copy prints taken from digital images are subject to the same controls and principles of Data Protection as other data collected. They will be treated in the same way as digital images.
- At the end of their useful life all computer disks, still photographs and hard copy prints will be disposed of as confidential waste.
- This code of practice will be reviewed annually to assess its implementation and effectiveness and it will be promoted and implemented throughout the Academy.

Appendix 4

CREWE TOWN COUNCIL

WEBSITE PRIVACY POLICY

Introduction

This privacy policy governs the privacy of this website and its users who choose to use it.

The policy sets out the different areas where user privacy is concerned and outlines the obligations and requirements of the users, the website and website owners. Furthermore, the way this website processes, stores and protects user data and information will also be detailed within this policy.

The Website

This website and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies to all UK national laws and requirements for user privacy.

Use of Cookies

This website uses cookies to better the users experience while visiting the website.

Cookies are small files saved to the users computer's hard drive that track, save and store information about the users' interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors.

This website uses tracking software to monitor its visitors to better understand how they use it. The software will save a cookie to your computer's hard drive in order to track and monitor your engagement and usage of the website but will not store, save or collect personal information.

Other cookies may be stored to your computer's hard drive by external vendors when this website uses referral programs, sponsored links or adverts. Such cookies are used for conversion and referral tracking and typically expire after 30 days, though some may take longer. No personal information is stored, saved or collected.

Visitors to our website

When someone visits our website we use a third party service, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow any third party to make, any attempt to find out the identities of those visiting our website.

If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Contact and Communication

Users contacting this website and/or its owners do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use, as detailed in the Data Protection Act 2018.

Every effort has been made to ensure a safe and secure form to email submission process but advise users using such form to email processes that they do so at their own risk. This website and its owners may use any information submitted to provide you with further information about the services they offer or to assist you in answering any questions or queries you may have submitted. This includes using your details to subscribe you to any email newsletter program the website operates but only if you're express permission was granted when submitting any form to email process.

Your details are not passed on to any third parties.

Email Newsletter

This website does not currently operate an email newsletter program, used to inform subscribers about services supplied by this website.

[Email marketing campaigns published by this website or its owners may contain tracking facilities within the actual email. Subscriber activity is tracked and stored in a database for future analysis and evaluation. Such tracked activity may include; the opening of emails, forwarding of emails, the clicking of links within the email content, times, dates and frequency of activity [this is by not a comprehensive list]. This information is used to refine future email campaigns and supply the user with more relevant content based around their activity.]

In compliance with UK Spam Laws and the Privacy and Electronic Communications Regulations 2003 subscribers are given the opportunity to unsubscribe at any time through an automated system. This process is detailed at the footer of each email campaign.

External Links

Although this website only looks to include quality, safe and relevant external links users should always adopt a policy of caution before clicking any external web links mentioned throughout this website. The owners of this website cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note they click on external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

Adverts and Sponsored Links

This website does not currently contain sponsored links and adverts.

Social Media Platforms

Communication, engagement and actions taken through external social media platforms that this website and its owners participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution with regards to their own privacy and personal details. This website, nor its owners, will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

Agenda Item 7.4

This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

Shortened Links in Social Media

This website and its owners through their social media platform accounts may share web links to relevant web pages. By default, some social media platforms shorten lengthy URL's (web addresses).

Users are advised to take caution and good judgment before clicking any shortened URL's published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine url's are published, many social media platforms are prone to spam and hacking and therefore this website and it's owners cannot be held liable for any damages or implications caused by visiting any shortened links.

Appendix 5

CREWE TOWN COUNCIL

SUBJECT ACCESS POLICY

Introduction

This policy was adopted by the Town Council in order to comply with the requirements of the General Data Protection Regulations (DPA) and Data Protection Act 2018. Data subjects have the right to access personal data held on them by the Council. Details are set out in the Privacy Notice on the Council's website.

This policy is in place to ensure that internal procedures on handling of Subject Access Requests (SARs) are accurate and complied with and includes:

- Responsibilities (who, what)
- Timing
- Changes to data
- Handling requests for rectification, erasure or restriction of processing.

The Council will ensure that personal data is easily accessible at all times in order to ensure a timely response to SARs and that personal data on specific data subjects can be easily filtered. The Council has implemented standards on responding to SARs.

Upon receipt of a SAR

The data subject will be informed who at the Council to contact, the Data Controller. The identity of the data subject will be verified and if needed, any further evidence on the identity of the data subject may be requested.

The access request will be verified; is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not additional information will be requested.

Requests will be verified as to them being unfounded or excessive (in particular because of their repetitive character); if so, the Council may refuse to act on the request or charge a reasonable fee.

Receipt of the SAR will be promptly acknowledged and the data subject will be informed of any costs involved in the processing of the SAR.

Whether the Council processes the data requested will be verified. If the Council does not process any data, the data subject will be informed accordingly. At all times the internal SAR policy will be followed and progress may be monitored.

Data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned may be permitted.

The data requested will be verified to establish if it involves data on other data subjects. This data will be filtered before the requested data is supplied to the data subject; if data cannot be filtered, other data subjects will be contacted to give consent to the supply of their data as part of the SAR.

Responding to a SAR

The Council will respond to a SAR within one month after receipt of the request:

- If more time is needed to respond to complex requests, an extension of another two months is permissible, and this will be communicated to the data subject in a timely manner within the first month;
- If the Council cannot provide the information requested, it will inform the data subject on this decision without delay and at the latest within one month of receipt of the request.
- If a SAR is submitted in electronic form, any personal data will be preferably provided by electronic means as well.
- If data on the data subject is processed, the Council will ensure as a minimum the following information in the SAR response:
 - the purposes of the processing;
 - the categories of personal data concerned;
 - the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses
 - where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - the right to lodge a complaint with the Information Commissioners Office (“ICO”);
- If the data has not been collected from the data subject: the source of such data;
- The existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
- Provide a copy of the personal data undergoing processing.

BLANK

CREWE TOWN COUNCIL MAYOR'S ALLOWANCE SCHEME

Adopted by Council: 29th September 2020

Planned Review Date: **March 2024**

The Town Council does not pay an allowance to councillors generally.

The Mayor is elected by Council and holds office for a civic year. The Mayor is the statutory Chair of Council and the civic leader. The office brings political neutrality to Council meetings as well as promoting the Council and its role, by supporting all aspects of community life.

During ~~his or her~~their period of office, the Mayor puts in long hours representing the Council, supporting the community and often raising money for nominated charities. The Mayor has to transport ~~him/herself~~themselves to functions not only within the Town, but across the County. Limited secretarial support is available from the office.

Like most local councils of this size, Crewe Town Council has traditionally made provision in the budget each year for a Mayor's allowance, to be used at the Mayor's discretion.

Mayors' allowances are covered by the Local Government Act 1972, sections 15(5) and 35(5). They are to provide recompense for appropriate clothing (which would not otherwise have been necessary), transport, contribution towards telephone, small tokens such as flowers, donations to charities, tickets to functions etc. There is no requirement for strict accounting for the spend, but a general report on activity suffices. The allowance is not exempt from income tax and therefore the way it is managed is important.

Limited hospitality and administration costs at Council events such as Civic Sunday, Annual Council, the Christmas Council and Annual Town meeting will be paid directly from the Civic ~~h~~Hospitality budget, as will the postage for invitations and Christmas cards (if required).

~~Mayors traditionally hold events, to raise money for charity. If the Council decide it is appropriate, costs and income can be dealt with through a Mayors Charity part of the accounts. The nominated charities are responsible for the fund raising aspects of this work and all income/expenditure accounting and banking. Any up-front expenses could then be taken from the Mayor's Allowance or Charity money already raised and reimbursed from income for the event as it comes in.~~

The Allowance will be administered as follows:-

- Direct payments can be made for items such as tickets, room hire and small tokens on authorisation from the Mayor.
- The Mayor may claim back expenses incurred on providing receipts where possible.
- The Mayor may be reimbursed for travel expenses, with mileage claims at the appropriate rate.
- Any remaining allowance at the end of the Mayoral Year, will may be paid through PAYE or the Mayor may authorise it to be donated to a local charity of ~~his or her~~their choice.

BLANK

REPORT STATEMENT

Meeting: Finance & Governance Committee 16 01 2024
 Report Purpose: To provide a an update on precept setting and budgeting for 2024/25
 Version Control: v1
 Author: Clerk

1. **Summary:**

The report provides an overview of the current budget for 2024/25 following precept approval by council on 05/12/2023

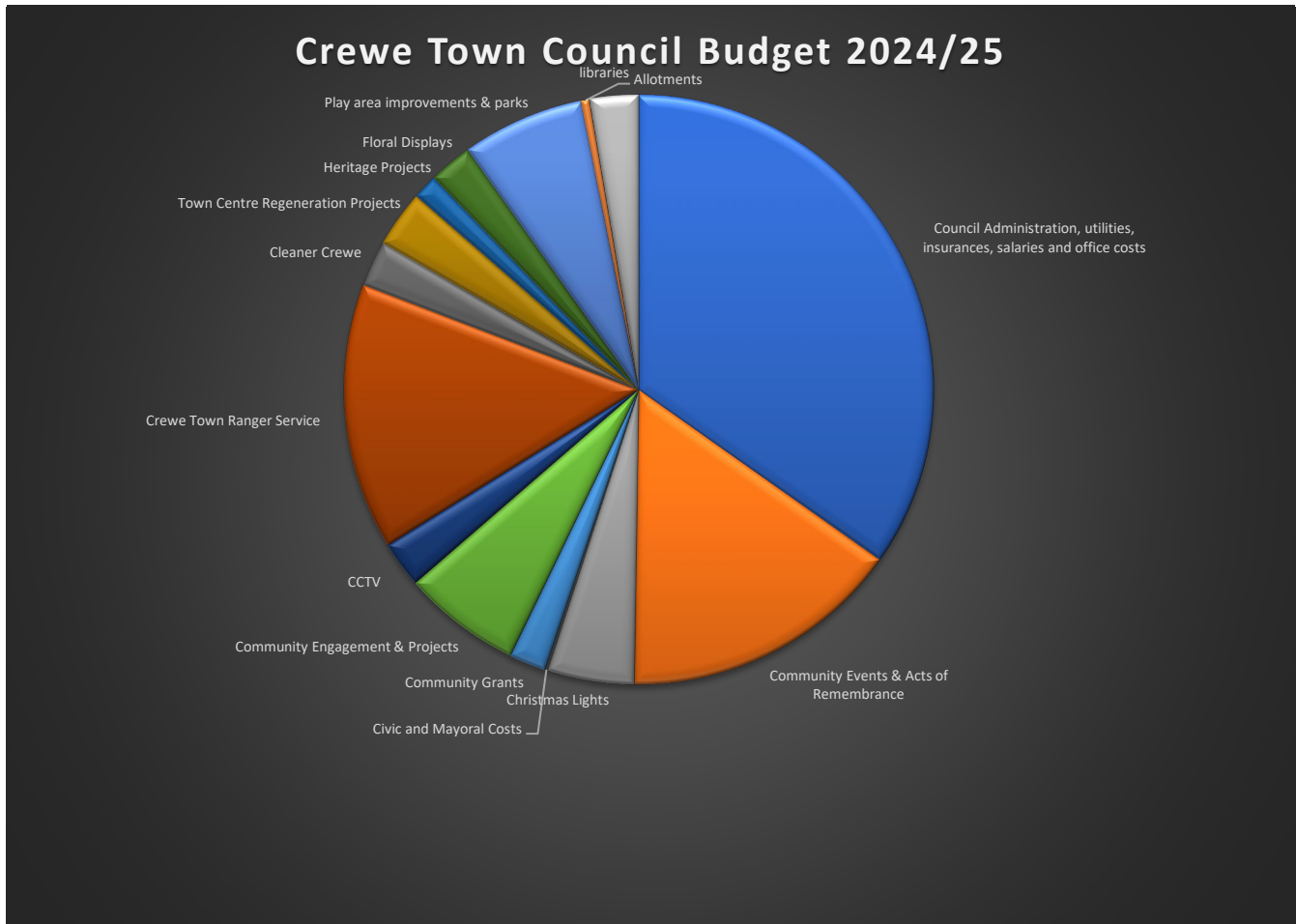
2. **Background**

The precept requirement was approved at council on 5/12/2023 based on the draft budget (V9) that was informed by committees, members and officers.

3. **Position:**

Council Administration, utilities, insurances, salaries and office costs	514447	34.8%
Community Events & Acts of Remembrance	229000	15.5%
Christmas Lights	70000	4.7%
Civic and Mayoral Costs	2500	0.2%
Community Grants	30000	2.0%
Community Engagement & Projects	96000	6.5%
CCTV	37456	2.5%
Crewe Town Ranger Service	216215	14.6%
Cleaner Crewe	37277	2.5%
Town Centre Regeneration Projects	46000	3.1%
Heritage Projects	20000	1.4%
Floral Displays	35000	2.4%
Play area improvements & parks	100000	6.8%
Allotments	7000	0.5%
libraries	38809	2.6%
Budget	1479704	

Band	DIS	A	B	C	D	E	F	G	H
Precept	£51.30	£61.56	£71.82	£82.08	£92.34	£112.86	£133.38	£153.90	£184.68
% Increase YoY	4.99%	4.99%	4.99%	4.99%	4.99%	4.99%	4.99%	4.99%	4.99%
£ Increase YoY	£2.44	£2.93	£3.41	£3.90	£4.39	£5.37	£6.34	£7.32	£8.78



4. Equality Impact:

All services are delivered within the council's diversity and equality policy as well as associated legislation and regulation.

5. Sustainability Impact:

The budget proposed is a balanced budget that does not seek to impact on the council's general reserve or generate a surplus.

6. Community Impact:

The delivery of services seeks to be for the benefit of residents, businesses and visitors to Crewe.

7. Governance:

Crewe Town Council Corporate Strategy
Crewe Town Council Financial Regulations
Local Government Act 2011

8. Financial Impact:

The budget indicates income (other than precept will be £149,150). There will also be spend against EMR's with the aim to ensure EMRs are consolidated for their purposes.

9. Resource Impact:

All council operational delivery is affected by budget allocation

10. Consultation/Engagement:

Following local elections in May 2023, the new administration took forward its priorities to inform the corporate strategy, which will inform directly the eventual delivery of the budget (through the 2024/25 Business Delivery Plan).

Members were engaged in July and all committees have informed the budget setting process. Business delivery plans for each operational committee will determine delivery of budgets in line with the corporate strategy.

Council approved the budget set for precept requirement.

11. Wards Affected:

All

12. Conclusions:

- i. That precept has been set based on a sustainable draft budget
- ii. That the committee business delivery plans should consider in detail the allocation delegated budgets
- iii. Council will approve the compiled Business Delivery Plan for 2024/25 in March 2024
- iv. Corporate priorities, as identified in the corporate strategy will inform budgeting and delivery

13. Consideration Sought:

- i. That the draft budget is noted
- ii. That committee chairs are asked to steer their committees to draft business delivery plans
- iii. That this committee will review the draft corporate business delivery plan prior to recommendation to council in March 2024

BLANK



CREWE
TOWN COUNCIL

REPORT STATEMENT

Meeting: Finance & Governance Committee 16th January 2024
Report Purpose: To review the committee structure of Crewe Town Council
Version Control: v1
Author: Clerk

1. Report Summary

The report provides a draft revised committee structure proposal that was developed through engagement with committee chairs and council leadership. It provides an amended approach in recognition of a new corporate strategy and council priorities.

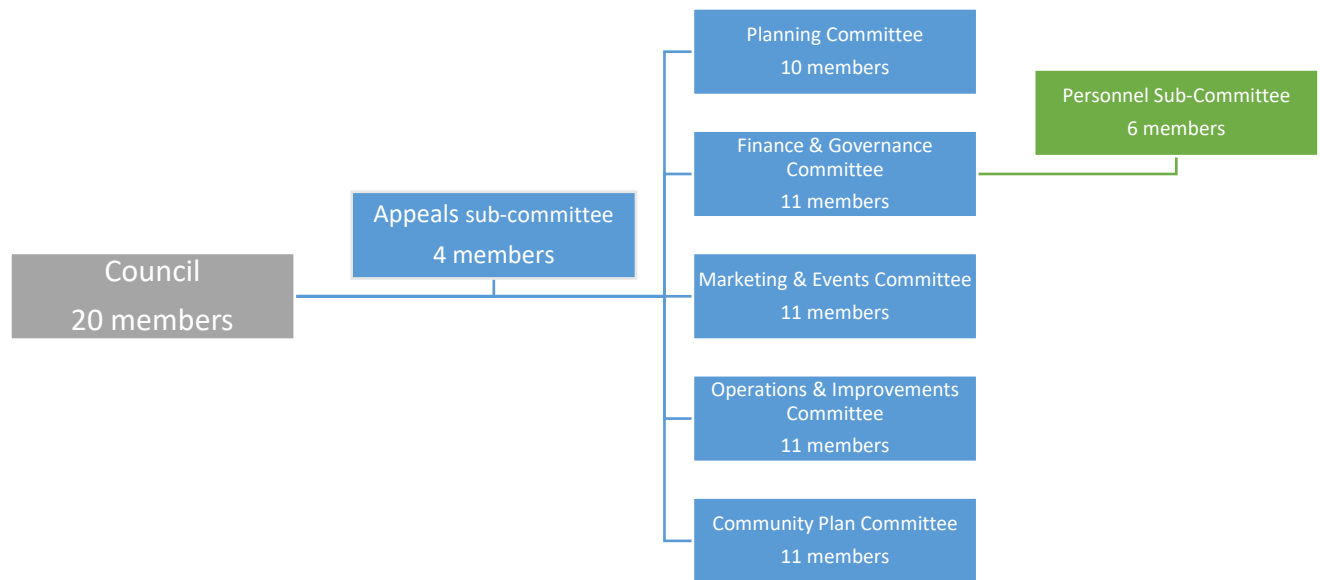
The report provides a route to consider progressing the draft proposals to implementation.

2. Background

Crewe Town Council was established in 2013 and provided for a local council for the parish of Crewe. The council developed a committee structure over time that is reflected in the below structure and this structure has provided the tier of scrutiny, policy, strategy and direction for the member-led organisation for a number of years.

These committees have delegated functions and budgets that sit within the governance structure of the council. Committees and council perform a strategic and executive role within the council's governance, rather than that of an operational role.

3. Position



Council

Overall executive responsibility for council strategy. Specifically reviews and ratifies decisions recommended by committees that they are not otherwise delegated to approve.

Responsible for final approval and adoption of council policy and governance as well as larger budgetary expenditure (as per the Financial regulations).

Planning Committee

Delegated to make responses to planning applications and consultations as well as direct the development of associated policies related to planning, highways, built heritage and social infrastructure.

Finance and Governance Committee

This committee leads on policy review and governance development as well as oversight of the council’s budgeting, spend, audit and financial strategy.

The budget associated with the committee has little discretion as it relates to contractual requirements and council administrative obligations.

Operations and Improvements

This committee has the largest portfolio that oversees a number of service level agreements for operation service deliver. These include CCTV, Town Ranger Service, Cleaner Crewe and public realm planting.

The committee budget is approaching twice the size of other committees and as such it might be considered that its portfolio is at capacity, leaving little room for development.

Marketing and Events

Oversees the events and communications functions of the council. Provides direction and scrutiny for event options and onward development.

Additionally, the committee is responsible for the Christmas Lights displays in the town.

Community Plan

This committee delivers the Community Grants programme as well as overseeing direct interventions to support the community in Crewe, including areas associated with supporting services associated with food banks, welfare, wellbeing and public health.

There remains the opportunity to consider if the current structure reflects an appropriate spread of responsibilities as well as representing the corporate strategy for the current administration.

Following consideration of the options appraisal by this committee in September, committee chairs and council leadership met to review the current structure and consider options for any potential amendments and drafting a new committee structure.

That meeting drew on all the areas of work being delivered and included within the corporate strategy priorities, as well as the clear designation/naming of the committees and came to the below drafted structure and work areas for the main committees. The below draft structure includes reference to every aspect identified in the corporate strategy.

This approach sees some changes in committee designation/naming:

1. Planning Committee becomes Planning & Environment Committee to reflect a growing role in built environment heritage conservation as well as formally identifying a need to engage with environmental sustainability
2. Marketing & Events Committee becomes Events and Culture Committee, reflecting the main function of the committee, but also ensuring that culture is brought forward as a focus for service development and delivery. This includes heritage culture.
3. Operations and Improvements Committee becomes Public Services Committee with the aim of making the committee's function more accessible and to focus attention on practical interventions delivered by the council
4. Community Plan Committee, becomes Community Committee for the purposes of clarity as well as to seek to encompass the broad interpretation of community development and service delivery within the corporate strategy
5. Finance and Governance Committee is unchanged in terms of designation, but clarifies the corporate focus of the committee to include civic services and communications.

Agenda Item 9

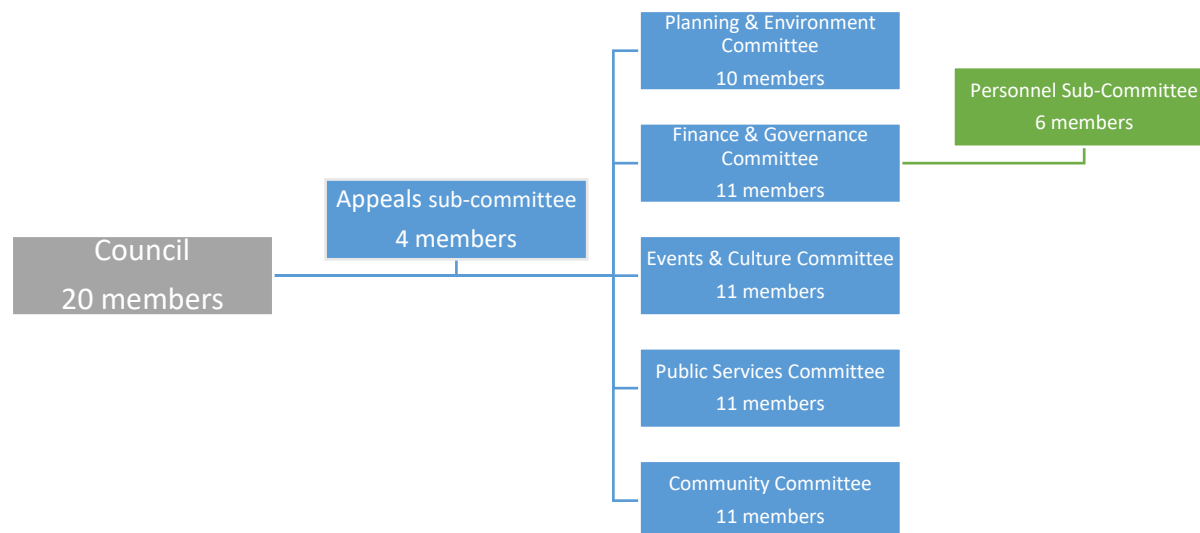
DRAFT

Planning & Environment Committee	Events & Culture Committee	Public Services Committee	Community Committee	Finance & Governance Committee
Planning Application Consultation Responses	Christmas (Events & Lights)	Direct Contract Oversight (CCTV, Floral)	Community Service Level Agreements (incl Library)	Finance, Budgets, Audit & Procurement
Policy and Project Consultation responses	Heritage Centre Engagement	Town Centre Management (if no BID)	Community Service & Third Sector Mapping	Office, IT & General Admin
Planning Enforcement Oversight	Events Calendar & Delivery	Public Realm Maintenance & Ranger Service	Third sector engagement	Policy & Meeting Oversight
Environment & Sustainability Projects	Strategic Event Development & Delivery	Play Areas & Greenspaces	Community Grants	Civic Functions (Remembrance & Commemorations; Civic Awards; Mayoralty)
Sustainable Travel Responses	Arts & Culture Development	Devolved Assets & Services (operational delivery & subject to specifics)	Inclusion & Accessibility	Members & Elections
Building Conservation Responses	Events Volunteers	Cleaner Crewe Project (incl Volunteers)	ASB Projects & Engagement	Website & Comms
Heritage Projects (CAR, Planning conservation)	Heritage Projects (HODs; Bicentenary; Plaques)	Volunteering Friends of parks	Volunteering Community/3 rd Sector	Asset Management – financial accountability (Allotments, Offices & Railway Cottages)



The amended draft structure would not be significantly different in terms of overall council structure and membership could, until a suitable point in the future, remain reflective of the current position.

DRAFT



4. Equality Impact

All services are delivered within the council’s diversity and equality policy as well as associated legislation and regulation.

5. Sustainability Impact

Financial: This approach does not affect financial strategies or plan, but provides for an alternative reporting structure for delivery, which may result in a refocused scrutiny and oversight, strengthening accountability.

Social: This approach does not affect strategies or plans, but provides for an alternative reporting structure for delivery, which may result in a refocused scrutiny and oversight, strengthening accountability and delivery

Environmental: The draft approach does provide for greater governance recognition of environmental matters with the inclusion within the Planning (an Environment) committee.

6. Community Impact

All services and projects are to be delivered for the benefit of the community of Crewe. This approach does not change that but the refreshed draft structure seeks to address the approved and adopted corporate strategy’s priorities and identified areas of work, which provides for greater clarity on expectations without being restrictive.

7. Governance

The redefinition of committees will require the amendment of core governance documents such as the Constitution, Terms of refence and Standing Orders.

Agenda Item 9

Localism Act 2011

Local Government Act (and all subsequent updates, amendments and associated forms of legislation) 1972

Crewe Town Council Constitution

Crewe Town Council Corporate Strategy

Crewe Town Council Medium term Financial Plan

8. Financial Impact

None

9. Resource Impact

Councillor time to address amendments in the structure

Officer time to update governance and related operational processes

10. Consultation/Engagement

- i. Councillor – At the point the draft amended committee structure is approved in principle by this committee, the draft proposal was shared with all members for their comments and responses. Full Council consideration. Full Council adoption (subject to consensus)
- ii. Employees – At the point the draft amended committee structure is approved in principle by this committee, employees were engaged for their comments and responses. Should the changes indicate the requirement for role reviews based on updated corporate priorities, associated/affected officers will be consulted for drafting and implementing amended role descriptions.
- iii. External – May 2023 elections – the current council elected recently based on their priorities

11. Wards Affected

All

12. Conclusions

- i. That a review of the current committee and associated governance structure is a proactive approach to ensure corporate priorities are appropriately identified and directed.
- ii. That the draft structure covers all areas of services and projects identified in the Corporate Strategy adopted September 2023
- iii. That broader engagement with members and employees took place following approval in principle for the proposed draft structure
- iv. That the associated governance documentation (eg Terms of Reference) should be amended in draft
- v. That any potential changes to employee work priorities should be drafted for consideration by the Personnel Sub-Committee.
- vi. That, following engagement, an updated report with associated updated draft governance documentation, has been brought to this committee for onward recommendations of the committee's decision to council

13. Considerations

- i. That a draft structure, having been shared for greater engagement and consultation

Agenda Item 9

should be recommended to Council for adoption (implementation May 2024)

- ii. That the amended Council and Committee Terms of Reference should be approved for recommendation to council for adoption (implementation May 2024)
- iii. That the Personnel Sub-Committee is tasked with a review of affected role descriptions, proposed amendments and associated actions and consultations

BLANK

**COUNCIL
TERMS OF REFERENCE**

Approved by Council: ~~16th May 2023~~ 14th May 2024

Planned Review Date: ~~May 2025~~ 4

Formatted: Superscript

20 Members of the Authority

Quorum = 7

Annual Town Council meeting is held in May, and then Council will meet approximately every second month in accordance with the Annual calendar of meetings.

The Town Council has full authority for all functions, duties and responsibility, but may delegate certain decisions to a committee, sub-committee or to an officer. It cannot legally delegate such decisions to an individual councillor. Certain decisions are reserved to Council either by legislation or the choice of the Council.

Function of Council Column 1	Delegation of Functions Column 2
General Governance	
1 Adoption and amendment of any strategies and policies.	None generally, but to receive advice from Finance and Governance Committee as appropriate. <ul style="list-style-type: none"> Personnel policies and Pensions Discretion policies delegated to Personnel Sub-Committee
2 Comments on Cheshire East Council’s Strategic Plans or strategies	Planning & Environment Committee has delegated authority for response to consultations (see terms of reference for that Committee and 64 below) Planning & Environment Committee can refer consultations to Council for ratification of further consideration
3 Comments on the strategic plans or strategies of other public sector bodies	To individual committees if within their terms of reference
4 Liaising with the Police and other outside bodies on matters pertaining to the Town.	In the first instance to Ward Councillors and/or Town Clerk. To individual committees as set out in their delegation, otherwise reserved for Council
5 Approval of any Neighbourhood Plan for Article 14 consultation or Article 15 submission to Cheshire East Council.	None, but drafts delegated to Town Planning and Environment Committee
6 Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations	None

Agenda Item 9

7 Approving of annual budget, Precept, and Medium-Term Financial Plan	None
---	------

Agenda Item 9

8	Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules	None
9	Election of the Mayor, appointment of Deputy Mayor, Election of Leader of Council.	None
10	Appointment of Chairs and Deputy Chairs of committees, established by Council.	Council, or may delegate to individual committees
11	Agreeing and/or amending the Terms of Reference for Committees, deciding on their composition and making appointments to them.	None
12	Appointment of Members or Officers to outside bodies	None
13	Adopting an allowance scheme for Mayor or other members.	None
14	Changing the name of the Town Council.	None
15	Deciding on honorary titles or awards	None
16	Making, amending, revoking, re-enacting or adopting Bylaws.	None
17	To represent the view of the local community on matters of significance.	None generally, but may be delegated to individual committees, through their terms of reference.
18	Power to make payments or provide other benefits in cases of fault or maladministration	Appeals Committee up to the value of £500 Town Clerk up to £200
19	Appeals against any decision made on behalf of the Authority	Appeals Committee
20	Data Protection, Access to Information, Freedom of Information and Human Rights.	Policy and Publication Scheme reserved to Council Strategic overview to Finance and Governance Committee
21	To monitor and control the Council's Ethical Framework	Strategic overview and monitoring to Finance and Governance Committee. Proper Officer to obtain declarations, give up-to-date reminder annually and to act as necessary for Monitoring Officer. Mayor may obtain declarations in the absence of the Proper Officer. Granting of a Dispensation is reserved

Formatted: English (United Kingdom)

Agenda Item 9

	to Council and only delegated to the Proper Officer where a decision is required in advance of a committee meeting when no Council meeting is to take place
22. To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision.	None generally In cases of urgency, the Town Clerk in consultation with two of: Leader, Deputy Leader, Mayor, Deputy Mayor.
23. -1. All powers of the Council (except those reserved to Council by legislation) in the case of a civil emergency (including health related emergency), limited to £10,000 expenditure in accordance with Financial Regulations.	The Town Clerk in consultation with two of: Leader, Deputy Leader, Mayor, Deputy Mayor or committee chairman subject to reporting to next Council.
2. All powers of the Council (except those reserved to Council by legislation) in the case of utmost urgency, limited to £10,000 expenditure in accordance with Financial Regulations.	The Town Clerk in consultation with two of: Leader, Deputy Leader, Mayor, Deputy Mayor or committee chairman subject to reporting justification to next Council.
3. In cases where a civil emergency is over an extended period and which hinders the holding of normal meetings, non-urgent decisions will be taken in consultation with all members of committee or Council.	The Town Clerk in consultation with all members of Council or of the relevant committee subject to ratification at the next Council meeting.
24 Election issues and filling of vacancies	None to Committee. Proper Officer to undertake all statutory notifications and actions to advise members as necessary.
25 Power to direct as to the Custody of Town documents	None
26 All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	Town Clerk
27 All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	Town Clerk or other officer designated by resolution of Council
28 Nomination for attendance at conferences	None Town Clerk for Member training in accordance with policy.
29 To do anything calculated to facilitate or conducive or	Council unless specifically delegated.

Agenda Item 9

incidental to the discharge of any function	
30 Adoption of General Power of Competence	None
Personnel Issues	
31 To direct which post holders will be designated Proper Officer to the Council, Responsible Financial Officer and Data Protection Officer.	None but may be on recommendation of Personnel Sub-Committee
32 To determine the overall Staffing structure and approval of additional posts	None but may be on recommendation of Personnel Sub-Committee
33 Confirming the appointment of the Town Clerk	None but appointment, set out in Terms of Reference for Personnel Sub-Committee
34 Other Personnel matters	As set out in Terms of Reference for Personnel Sub-Committee
35 Health and Safety Policy – General Statement and Organisation	None. Arrangements to Personnel Sub-Committee
Quality and Integrated Management	
36 Matters relating to Quality systems and Local Council Award accreditation	Finance and Governance Committee recommend and make decisions on process. Resolutions regarding Local Council Awards reserved to Council.
37 Administration of the Complaints Procedure	As set out in Complaints Procedure.

Agenda Item 9

Finance and Audit	
38 Authorisation of Payment of accounts	Council/Finance and Governance Committee/Town Clerk/RFO in accordance with Financial Regulations
39 Approval of Annual Return, Statement of Accounts and Governance Statement	None
40 Approval of Banking Arrangements and choosing insurance providers.	None but on advice of Finance and Governance Committee
41 Approval of Orders for work, goods or services and acceptance of tenders	In accordance with Finance and Governance Committee TOR
42 Audit arrangements	In accordance with TOR of Finance and Governance Committee
Appointment of internal auditor and determining method of external auditor appointment.	None
Consideration of internal and external audit reports and response recommended by Committee or Sub-Committee.	None
43 Power to accept gifts, Local Government Act 1972, S139	None
44 Power to participate in schemes of collective investment, Trustees Investments Act 1962 s11.	None
45 Power to borrow, Local Government Act 1972 S111 and Sch. 13	None
46 Writing off bad debts	None
47 Proceedings or other steps to recover debt owing to the Council	RFO for routine action Finance and Governance Committee to consider reports on aged debt and action.
48 Annual review of Fees and Chargers	None
49 Approval of virements between committee budgets	None

Agenda Item 9

Powers of all Committees	
50 To undertake all functions delegated to them by Council. They may choose, because of uncertainty as to whether a function is delegated, or because of the sensitivity, controversy or seriousness of a matter, decide not to use the delegated power	Committee Town Clerk as set out in delegation
51 To make spending and income recommendations to Finance and Governance Committee and to Council during the Budget process	Committee
52 To arrange extra meetings or alter time/date of meetings	Committee or Town Clerk in consultation with Chair and/or Deputy Chair
53 To monitor actions on minutes of the Committee.	Committee
54 To manage services for which they are responsible within an approved budget and policy.	Committee as delegated Town Clerk as delegated
55 To authorise spending/ issue works orders within budgets delegated to a committee	Committee/Town Clerk in accordance with Finance Regulations and Standing Orders for Contracts For capital projects, an application is made to Council to access a rolling Capital Fund.
56 To appoint sub-committees or working groups on a task and finish basis, in accordance with Standing Orders, and appointment of their Chair and Vice Chair	Committee
Land	
57 Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972 s124, 126,127.	None
58 Power to accept gifts of land, Local Government Act 1972 s139.	None
59 Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 and10	None
60 To decide arrangements for the closure of the Council offices in the Christmas/New Year period in consultation with Mayor and Leader	Town Clerk

Agenda Item 9

Delegated Services	
61 To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 and 112 or Localism Act 2011)	None
62 To undertake services for another local authority or public body	None
Planning and Development Control	
63 To make observations on major or controversial planning applications referred to it by Planning Committee.	None.
64 To make observations on Planning consultation documents from the Principal Council or other bodies.	None for Local Plan or HS2 Project, but to receive recommendations from Planning Committee.
65 All other Planning and Building Control matters.	Planning Committee
Housing	
66 Policy.	None
67 All other housing matters.	Planning Committee
Emergency Planning	
68 To prepare an Emergency Plan for the Town which supports that of Cheshire East Council and the Cheshire Resilience Forum	Approval by Council Overview by Operations and Improvement Public Works Committee [See also Emergency powers, 23. above.]

NB. Any actions delegated to the Town Clerk/Proper Officer may in ~~his/her~~ absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.



FINANCE AND GOVERNANCE COMMITTEE TERMS OF REFERENCE

Approved by Council: ~~17th May~~
~~2022~~ 14th May 2024 Review Date:
May 2025

Formatted: Superscript

11 Members of the Authority	Quorum = 4
To include Leader, Deputy Leader and Chairs of 4 standing committees	
Chair: Leader of Council	
To take a strategic overview of Council operations and ensure that strategy is coordinated across all committees in line with the strategic agenda set by members.	
To oversee the general operations of the Council in areas such as Finance, policy review, budget management, audit, risk management, <u>asset oversight, Mayoralty, civic events, acts of remembrance and corporate communications.</u>	
Meetings: <u>Alternative-Alternate</u> months <u>and prior</u> to Council.	
All non-committee members may attend meetings of the Committee except for confidential <u>items</u> and speak on ward issues at the Chair <u>man</u> 's discretion, but are unable to vote.	

Function of Committee Column 1	Delegation of Functions Column 2
Governance	
1 To advise Council on Financial Regulations, Standing Orders and Standing Orders for Contracts.	Committee
2 To advise Council on the Constitution and all policy documents not specifically allocated to other standing committees	Committee
3 To ensure that there is a rolling programme of policy and governance reviews in accordance with agreed "review" dates,	Town Clerk
4 Observations on policy or strategy documents by any public body at local, national, regional or sub regional level <u>(other than those associated with planning, which are considered by the Planning & Environment Committee with advice to council where required).</u>	Committee, except from Cheshire East Council which are reserved for Council, unless specifically delegated within the Terms of Reference of another committee.

Agenda Item 9

<p>Resources</p> <p>5 To oversee and direct the use of financial and technological resources of the Council.</p>	<p>Committee for strategic overview. Operational Management to Responsible Financial Officer (RFO) and other Officers in accordance with Financial Regulations. Strategic advice by Town Clerk</p>
---	--

Agenda Item 9

Finance	
Under the direction of the Council:	
6 To be responsible for the overall management and control of the finances of the Council and banking arrangements.	Council to approve banking arrangements Committee for strategic review RFO/Town Clerk in accordance with Financial Regulations and for operational management
7 To monitor the Council's capital and revenue budgets.	Committee/RFO in accordance with Financial Regulations.
8 Approval of variation, overspend, and virement in accordance with Financial regulations	Committee, Town Clerk and RFO as set out in Financial Regulations
9 To authorise payments in accordance with Financial Regulations	Committee, Town Clerk and RFO as set out in Financial Regulations
10 Approval of Orders for work, goods or services acceptance of tenders	Council/Committee/Proper Officer/Town Clerk in accordance with Financial Regulations and Standing Orders for Contracts. Town Clerk to approve or vary lists of approved contractors subject to Financial Regulations or Standing orders
11 To make recommendations to the Council on Budget and Precept requirements.	Committee RFO/Town Clerk to prepare draft Budget and Budget Report with accountancy support as necessary.
12 To advise on the financial implications of proposed new policies or services including potential costs and sources of revenue.	Committee
13 To advise Council on borrowing policy, investment and treasury management	Committee
14 To regularly monitor the performance of all funds invested.	Committee, Town Clerk/RFO
15 To supervise the Council's insurance arrangements.	Town Clerk/RFO for renewal and operational matters. Committee for overview, tendering and changes of cover.
16 To supervise the Council's banking arrangements.	RFO/Town Clerk Authorised signatories to authorise mandate and payments in accordance with Financial Regulations

Agenda Item 9

17	To be responsible for all matters related to the full range of financial and accountancy functions.	Committee for Strategic overview RFO/Town Clerk for operational management
18	Approval of all fees and charges annually	Committee to recommend with ratification from full Council.
19	To consider reports on outstanding debts due to the Council and to undertake recovery or write off.	Committee for aged debt in accordance with Financial regulations. RFO for routine actions to recover
20	Authorisation of investments and debt repayment in accordance with the Council's Policy	Committee
21	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	Committee/Town Clerk in accordance with Financial Regulations
Procurement		
22	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.	Committee for strategic overview Town Clerk for operational management in accordance with Financial Regulations, Standing orders for Contracts and Procurement Policy
Information Technology Services		
23	To oversee the use of information and other technology in support of the Council's business and service commitments.	Operational Management to Town Clerk Strategic Overview to Committee and Contracts within approved budget.
24	Amendments and updates to layout of website	Town Clerk for updates and layout. Committee for new websites and contracts within budget.
25	To approve all security arrangements of the Council in respect of computers and financial issues.	Committee/Town Clerk/RFO in accordance with Financial Regulations
Public Relations and promotion of the Town Council		
1	<u>To co-ordinate and promote access to Council services and public information and to advise Council on a Communications and Marketing Policy</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>
2	<u>To promote the public face of the Council through the management of public and media relations.</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>
3	<u>To promote implementation of the Council's policies in respect of corporate marketing and communication.</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>
4	<u>To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on communication.</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>

Formatted Table

Formatted: Indent: Left: 0 cm

Formatted: List Paragraph, Left, Right: 0 cm, Line spacing: single, No bullets or numbering, Tab stops: Not at 1.11 cm

Formatted: Font: Not Bold, Character scale: 100%

Agenda Item 9

Promotion of the Town and strengthening communities	
5 <u>To consider and make recommendations on the promotion of the town</u>	<u>Strategic overview and approval of programme to Committee.</u> <u>Operational management to Town Clerk</u>
7 <u>To work in partnership with others to develop a Crewe Brand and culture.</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>
8 <u>Promotion and protection of the Brand image including advertising campaigns.</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>
9 <u>To use the opportunities provided by the Events programme to raise the profile of the Town.</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>
10 <u>Management of the Town boundary signs, poster sites and Town Map boards.</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>
11 <u>To have an oversight of working groups formed to support special events and promotional projects from a communications perspective and to give support and advice.</u>	<u>Strategic overview to Committee Operational management to Town Clerk</u>
Performance and Business Management	
26 Management of all business aspects of the establishment	Committee to overview Town Clerk for operational management.
27 Monitoring the progress of the Capital Programme.	Committee
28 Approval of Corporate Business Plan	Committee Town Clerk to determine underlying Action and Project Plans
29 Approval of Operating Procedures	Committee for initial Financial Procedures Town Clerk for other procedures and updating financial procedures
Asset Management	
30 To have oversight of assets and the transfers of assets.	Committee
31 Maintenance of the Asset Register	Town Clerk to update annually
32 Corporate landlord management, repair and maintenance. Leasing & licensing of Council land and buildings	Council for acquisition and disposal Strategic overview to Committee Town Clerk for operational management

Formatted: Right: 0.16 cm, Space Before: 0.2 pt

Formatted: Right: 0 cm, Space Before: 0.05 pt, Line spacing: single

Formatted: Font: Bold, Character scale: 105%, Not Expanded by / Condensed by

Formatted: Indent: Left: 0 cm, Right: 0.16 cm, Space Before: 0 pt, Line spacing: Multiple 1.02 li, Tab stops: 1.01 cm, Left

Agenda Item 9

<p>Public Buildings</p>	
<p>33 Power to provide and encourage the use of conference facilities, Local Government Act 1972, S144</p> <p>Power to provide public buildings and halls, Local Government Act 1972, S215</p> <p>Power to provide and equip community buildings, Local Government Act 1972, s 133</p>	<p>Committee for strategic overview Town Clerk for operational management</p>
<p>34 Power to provide and equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.</p>	<p>Committee for strategic overview Town Clerk for operational management</p>
<p>Audit</p>	
<p>35 To maintain and have oversight of Member Audits.</p>	<p>Committee Town Clerk to support with operating procedures</p>
<p>36 To undertake any actions recommended following Member Audits and to have overview of risk management.</p>	<p>Committee (Council if change of policy required). Council to receive external audit report. Town Clerk/RFO to manage in accordance with Financial Regulations and to undertake all statutory actions to facilitate audits and returns.</p>
<p>37 Final Internal and External Audit Reports</p>	<p>Committee to advise Council on response</p>
<p>Information and Data Protection</p>	
<p>38 Policy on Data Protection, Access to Information, Freedom of Information and Human Rights.</p>	<p>Advice to Council</p>
<p>39 Decisions on issues relating to Data Protection and Human Rights.</p>	<p>Strategic overview and monitoring to Finance and Governance Committee Town Clerk to renew Data Protection Registration, make amendments as necessary, respond to routine requests for information and matters raised by the Information Commissioner or Data Protection Officer. Town Clerk to update Privacy notices of all categories.</p>

Agenda Item 9

<p>40 Decisions on issues relating to Access to Information and Freedom of Information.</p>	<p>Committee for strategic overview Town Clerk to ensure Publication Scheme and Information Guide up to date, all requests for information are dealt with according to legislation and policy and respond to matters raised by the Information Commissioner.</p>
<p>Ethical Framework 41 To monitor and control the Council's Ethical Framework, Code of Conduct and related protocols</p>	<p>Strategic overview and monitoring to Committee. For Officer delegation see Council ToR</p>
<p>Personnel 42 To provide suitable governance and oversight to staffing and employment issues and considerations</p>	<p>Creation of and delegation to the Personnel Sub-Committee of this committee</p>
<p><u>11. To administer and oversee the civic functions of the Council and the office of the Mayor</u></p>	<p><u>Committee to have strategic overview and approve acceptance within policy and budget</u> <u>Town Clerk for Operational Management</u></p>

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.

Ager



PLANNING & ENVIRONMENT - COMMITTEE TERMS OF REFERENCE

Approved by Council: ~~17th May~~
~~2022~~14th May 2024 Planned Review
Date: ~~May 2025~~

10 Members of the Authority

Quorum = 4

To oversee all planning, environmental, built environment conservation, environmental sustainability and regulatory matters, and to recommend policy to Council on these matters including housing and transportation.

Meetings: Monthly.

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chair~~man~~'s discretion, but are unable to vote.

Function of the Council
Column 1

Delegation of Function
Column 2

Formatted: Indent: Left: 4.42 cm, Right: 4.08 cm

Formatted: Superscript

Agenda Item 9

Planning and Development Control	
1. To make observations on all Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations	Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. Committee may decide that with a major or particularly controversial application, to make recommendations for determination by Council
2. Referring any Planning enforcement issue to the principal Council	Town Clerk
3. To make observations on all planning aspects and licensing aspects including waste applications or mineral applications.	Committee
4. To comment on Tree Preservation applications or the making of Orders.	Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
5. To respond to consultations from adjoining authorities outside of Cheshire East Borough.	Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
6. To make observations on Planning consultation documents from Cheshire East Council or other bodies.	Committee, except Local Plan or HS2 Project which are reserved for Council.

7. To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council.	Committee
8. To make observations on Hazardous Substance applications.	Committee
9. Making observations on applications for amendments to planning and other related consents previously granted by any authority or making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued.	Committee

Agenda Item 9

<p>10. Making observations on applications and other actions in relation to hedge rows.</p>	<p>Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p>
<p>11. Making observations and recommendations on Street naming or numbering.</p>	<p>Committee</p>
<p>12. To liaise with the district council on any matter relating to building control.</p>	<p>Town Clerk</p>
<p>13. To monitor proposals from developers under Section 106 Agreements or Community Infrastructure Levy.</p>	<p>Committee</p>
<p><u>14. To oversee the allocation of CIL funds held by the town council</u></p>	<p><u>Committee</u></p>
<p>14. To request a Cheshire East councillor to “call in” applications to be determined by the Southern Planning or Strategic Planning Committee.</p>	<p>Committee</p>
<p>15. To undertake the Council’s role in the making, review or management of conservation areas</p>	<p>Committee</p>
<p>Strategic Planning</p>	
<p>16. Making observations on Local Plan, HS2 Project or Waste and Mineral Plans</p>	<p>Council on the advice of Committee for Local Plan and HS2 Project. Committee for Waste and Mineral Plans.</p>
<p>17. Making observations on supplementary planning documents or non-statutory plans.</p>	<p>Committee</p>
<p>18. To oversee the Council’s role in preparing, reviewing and monitoring the Neighbourhood Plan.</p>	<p>Committee Approval of Plan reserved to Council.</p>
<p>19. Planning Guidance and Policy by the Town Council</p>	<p>Committee to oversee and recommend Approval reserved to Council</p>
<p>Licensing</p>	
<p>20. Making observations on any matter relating to gaming or gambling</p>	<p>Committee</p>
<p>21. Making observations on applications and other matters under the Licensing legislation.</p>	<p>Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p>

Agenda Item 9

Housing	
22. Town Council Policy or response to consultation on Cheshire East Policy.	None, but on advice from Committee.
23. To lobby for a suitable mix of housing and adequate affordable homes.	Committee.
24. To take a lead on other housing matters including landlord supervision and design guidance.	Committee.
Environment & Sustainability	
25. To promote the environmental wellbeing of the Town.	Policy reserved by for Council on recommendation of Committee Committee under the direction of Council Town Clerk for operational matters
26. Conservation of the built and natural environment	Strategic - committee Operational management to Town Clerk
27. To lead on the sustainability of the Council as an organisation and to approve and action environmental audits.	Strategic overview to Committee within budget. Operational management to Town Clerk
28. Issues involving ancient monuments and areas of archaeological interest.	Strategic overview to Committee Town Clerk for operational matters.
29. To promote environmental awareness.	Strategic overview to Committee Town Clerk for operational matters.
30. To lead the Town to address climate change, sustainability and transition.	Strategic overview to Committee Town Clerk for operational matters.
30-31. <u>Consideration and promotion of active and sustainable travel projects, activities and initiatives</u>	

Formatted: Character scale: 100%

Formatted: List Paragraph, Left, Right: 0 cm, Space Before: 0 pt, Line spacing: single, No bullets or numbering, Tab stops: Not at 1.25 cm

Agenda Item 9

<p>Environmental and Public Health</p> <p>31. Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125 and power to deal with ponds and ditches, Public Health 1936, S260.</p> <p>32. To liaise with the relevant authorities in cases of public health/environmental nuisance, drainage matters, pollution, or animal welfare issue.</p> <p>33. To make observations on any public health/environmental licence or registration application (other than under the Licensing Act).</p> <p>34. Waste and recycling</p>	<p>Power and Strategic overview to Committee Operational management to Town Clerk</p> <p>Petitions to Committee Town Clerk in other cases</p> <p>Committee Town Clerk in consultation with Chair in cases of urgency</p> <p>Strategic overview to Committee Operational management to Town Clerk</p>
<p>Strategic Highways and Transportation</p> <p>35. To take policy lead on the Local Transport Plan and general transportation issues including HS2 related activities.</p> <p>36. To respond to consultation on any temporary or permanent highways changes.</p> <p>37. Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land.</p> <p>38. Consent for ending maintenance at public expense or stopping up or diversion of highway</p>	<p><u>Council for the Local Plan and HS2 strategies and consultations</u> Committee for strategic overview and to advise Council. Town Clerk for operational matters</p> <p>Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p> <p>Committee Town Clerk after consultation with Members, if consensus view</p> <p>Committee</p>
<p><u>39. To lobby for road safety improvement schemes</u> <u>38-40.</u></p>	<p><u>Committee</u> <u>Town Clerk in accordance with policy</u></p>
<p>Challenging Planning Decisions of the Planning Authority <u>39-41.</u> To progress to Judicial Review issues of concern relating to planning decisions made that require challenging</p>	<p>Planning Committee, within budget and financial regulations, through appointed representatives. To report to council at a point relevant to outcome.</p> <p>To provide recommendation to council if proceedings are of significant scale and in line with Financial Regulations.</p>

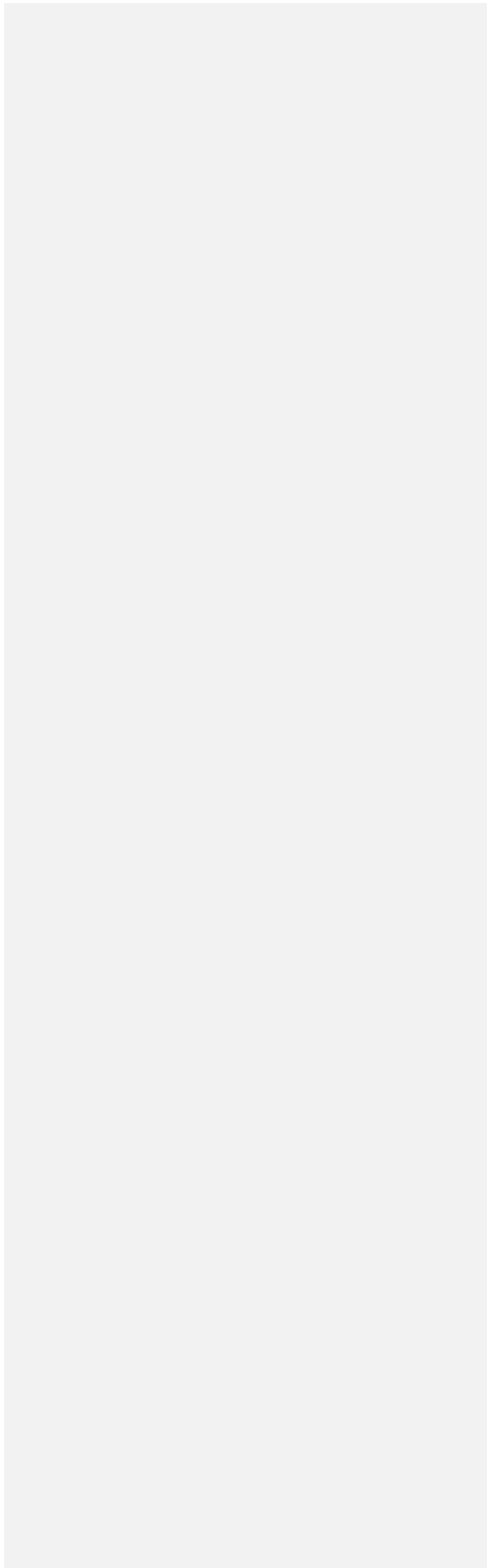
Formatted: Character scale: 100%

Formatted: List Paragraph, Left, Right: 0 cm, Line spacing: single, No bullets or numbering, Tab stops: Not at 1.18 cm

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her/their absence be undertaken

Agenda Item 9

by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.





**COMMUNITY PLAN COMMITTEE
TERMS OF REFERENCE**

Approved by Council: ~~17th May 2022~~^{14th}
~~May 2024~~ Planned Review Date: ~~May~~
~~2025~~

Formatted: Superscript

11 Members of the Authority, including the Mayor and Deputy Mayor **Quorum = 4**
 Committee may in addition have non-council community members with the approval of Council, in accordance with Standing Orders

To oversee the delivery of the Community Plan and support the delivery of improvement in the ~~social~~ lives wellbeing of those who live, work or visit the town

Meetings: Alternative months
 All non-committee members may attend meetings of the Committee except for confidential and speak on issues at the Chair's discretion, but are unable to vote.

Function of Committee Column 1	Delegation of Functions Column 2
-----------------------------------	-------------------------------------

Community Engagement	
1. To develop, facilitate and implement themes and actions contained within A Vision for Crewe Crewe's Community Plan to promote and improve the health, social and cultural wellbeing of those who live, work, study or visit within the Town.	Committee to have strategic overview and approve action plans within policy and budget Town Clerk for Operational Management
2. To facilitate and support statutory, voluntary, community and faith sector organisations to deliver the aspirations of A Vision for Crewe Crewe's Community Plan	Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management
3. To have oversight of the Council's involvement with outside bodies which are relevant to the voluntary, community and faith sector as well as the themes and actions contained within A Vision for Crewe Crewe's Community Plan such as the <u>Crewe Pledge</u>	Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management
4. To update and refresh the action plans and themes contained within A Vision for Crewe Crewe's Community Plan	Council to approve plans, themes and updates Committee to have strategic overview and approve acceptance within policy and budget Town Clerk for Operational Management
5. To agree project funding proposals which meet the aspirations contained within A Vision for Crewe <u>the Council's Corporate Strategy and</u> Crewe's Community Plan under the themes of:- <ul style="list-style-type: none"> • Cultivating civic and community pride • Celebrating arts and culture • Aspirational young people • Health and wellbeing • A Voice for Crewe 	Committee to have strategic overview and approve acceptance within policy and budget

Formatted: Indent: Hanging: 0.5 cm, Right: 0.17 cm, Space Before: 2.9 pt, Line spacing: Multiple 1.03 li

Agenda Item 9

- | | |
|---|---|
| <p>6. To promote and support:-</p> <ul style="list-style-type: none"> • Social inclusion within communities • Public and community services and facilities within the Town • Crewe Local Area Partnership • CAB for the Town (Local Government Act 1972 s142) • Fair Trade in the Town • Healthy living • The development of and coordination of NHS services • Public and community services for young People <u>as well as isolated and vulnerable groups</u> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>7. To seek and maximise the benefit of external funding directly or in partnership with others</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>8. To support external partnership organisations with regard to friendships and twinning agreements</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>9. Compile and submit responses to public consultations through the promotion and liaison with external stakeholders which are relevant to the aspirations of A Vision for Crewe — Crewe’s Community Plan</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>10. To have oversight of Working Groups formed to support projects and activities which deliver the aspirations contained within A Vision for Crewe — Crewe’s Community Plan</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>11. To administer and oversee the civic functions of the Council and the office of the Mayor</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>12. To have oversight of the Grants Advisory Group</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |
| <p>13. To administer the policies and procedures and make recommendations relating to the Council’s grants and donations</p> | <p>Grants Working Group to evaluate and recommend to Committee
Committee to have strategic overview and approve acceptance within policy and budget
Council to approve policy
Town Clerk for Operational Management</p> |
| <p>14. To facilitate, promote and administer the Councils grants and donations</p> | <p>Committee to have strategic overview and approve acceptance within policy and budget
Town Clerk for Operational Management</p> |

Agenda Item 9

15. To have oversight of targeted or responsive grant funds

Grants Working Group to evaluate and recommend to Committee
Committee to have strategic overview and approve acceptance within policy and budget
Council to approve establishing grant funds which are over £10,000
Town Clerk for Operational Management

ASB

47. To liaise with the Police to reduce crime and promote crime reduction initiatives Committee to respond to consultations

48. To support the maintenance of PCSOs in the Town Libraries Committee in accordance with policy Town Clerk for operational aspects

52. To support home safety initiatives in the town and work with Cheshire Fire and Rescue on fire safety initiatives Committee Town Clerk in accordance with policy

Libraries

Formatted Table

Formatted: Justified, Right: 0.17 cm, Space Before: 12.25 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 47 + Alignment: Left + Aligned at: 0.24 cm + Indent at: 0.99 cm, Tab stops: 0.99 cm, Left

Formatted: Indent: Left: 0.24 cm, Hanging: 0.75 cm, Right: 0.01 cm, Space Before: 0 pt

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her/their absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.



OPERATIONS AND IMPROVEMENT PUBLIC WORKS COMMITTEE TERMS OF REFERENCE

Approved by Council: ~~17th May 2022~~ **14th May 2024 Planned Review**
 Date: ~~May 2025~~

Formatted: Superscript

10 Members of the Authority

Quorum = 4

To oversee direct service delivery aspects of the council's work, including, the Town Ranger Service, CCTV, Cleaner Crewe Project and Floral Displays. To develop and enhance the town's public and shared spaces. To consider and oversee the provision and delivery of delegated and devolved assets and services. To support and promote community and voluntary engagement with parks and greenspaces and to identify priorities for council investment in parks and play areas.

To oversee engagement in town centre projects and activities

To improve the quality and cleanliness of the built environment especially in the town centre through the Streetscene and Ranger Services.

To oversee town centre activity and build relations with the business community. To promote relationships with local business.

To maximise the heritage value of the town.

To develop and enhance the town's public space

Meetings: Alternative months prior to Council.

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion, but are unable to vote.

Formatted: Indent: Left: 0.19 cm, Space Before: 0 pt, Line spacing: Multiple 1.02 li

Formatted: Right: 0 cm, Line spacing: Multiple 1.02 li

Formatted: Line spacing: Multiple 1.02 li

Formatted: Indent: Left: 0.19 cm, Space Before: 0 pt, Line spacing: Multiple 1.02 li

Formatted: Line spacing: Multiple 1.02 li

Function of Committee
Column 1

Delegation of Functions
Column 2

Agenda Item 9

Public Realm and Public Facilities	
1. To contribute to the improvement of the public realm, both directly and by supporting and coordinating the contribution of other partners.	Committee for strategic management within budget. Town Clerk for operational management.
2. To manage-oversee the Streetscene Improvement Service Cleaner Crewe Project to reduce problems from fly-tipping and waste management, through advice, education and enforcement.	Committee for strategic overview Town Clerk for operational management.
3. To manage the contract for the Crewe Ranger service to ensure a response resource which supports and enhances the general public realm services.	Committee for strategic overview Town Clerk for operational management.
4. Matters relating to street cleaning, litter, fly posting and graffiti.	Committee for strategic overview Town Clerk for routine management.
5. If made available -Fixed penalty notices for littering, graffiti and fly posting (adoptive). Dog Control Orders, Clean Neighbourhoods and Environment Act 2005 (if adopted).	Committee for strategic management within budget and policy Operational Management to Town Clerk. Council to adopt legislation
6. Provision of litter receptacles, Litter Act 1983, S5 and 6	Committee for strategic overview Town Clerk for routine management.
7. Provision and maintenance of street furniture and signs	Committee for strategic overview Town Clerk for routine management.
8. If made available -Power to provide and maintain public conveniences, Public Health Act 1936, s87.	Committee for strategic management within budget and policy Town Clerk for operational management
9. If made available -Power to provide and maintain public conveniences, Public Health Act 1936, s87	Committee for strategic management within policy and budget Operational management to Town Clerk
10-9. If made available -Power to maintain, repair, protect and alter war Memorials; War Memorials (Local authorities Powers) Act 1923, S11 as extended by Local Government Act 1948 S133.	Committee for strategic management within policy and budget. Operational management to Town Clerk
11-10. To promote and support floral and planting Initiatives, Local Government Act 1972. s 144	Committee for strategic overview Town Clerk for operational management.
12-11. If made available -Power to provide and maintain bus shelters, Local Government (Miscellaneous Provisions) Act 1953 S4.	Committee for strategic overview Town Clerk for operational management.

Agenda Item 9

Economic Wellbeing and Tourism	
13. To promote the economic wellbeing of the Town through partnership with the businesses, the community sector and with the principal council.	Committee within Policy and Budget Town Clerk for operational management
14. To promote tourism within the Town and power to encourage visitors	Committee within Policy and Budget Town Clerk for operational management
15. To promote regeneration in the Town and coordinate /support the work of partner organisations.	Committee within Policy and Budget Town Clerk for operational management
16. To lobby for sufficient high quality employment sites in the Town and support initiatives promoting inward investment	Committee within Policy and Budget Town Clerk for operational management
17. To support skills and training for local businesses.	Committee within Policy and Budget Town Clerk for operational management
18. To lead on the coordination of infrastructure projects with partners in the Town Centre including the Arcade.	Committee within Policy and Budget Town Clerk for operational management Committee within Policy and Budget
19. To work with the BID, which oversees and coordinates Town Centre activities and maintains effective relationships with retail businesses, particularly in the Town Centre.	Town Clerk for operational management
20. To lead on building support to create an effective improvement district	Committee within Policy and Budget Town Clerk for operational management

Agenda Item 9

Leisure and Recreation	
21. To oversee the delivery of improvements to green areas in the Town.	Committee for strategic overview Town Clerk for operational management
22. If made available -Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 and 10.	Committee for strategic overview Town Clerk for operational management
23. If made available -Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, and boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions) Act S19; Public Health Act 1961, s54.	Acquisition to Council Committee for Strategic Management and development within budget and policy Town Clerk for operational management
24. Enhancement and if appropriate management of play areas.	Committee for strategic management and development within budget and policy Town Clerk for operational management
25. Liaison with other organisations which have an interest in recreational facilities in the town.	Committee for strategic overview Town Clerk for operational management
<u>25-26. Promotion of and engagement with community volunteers to support the development of park friends of groups</u>	<u>Committee for strategic overview</u> <u>Town Clerk for operational management</u>
Clocks	
26. If made available -Power to provide and maintain public clocks, Parish Councils Act 1957, S2	Committee for strategic overview and management. Operational management to Town Clerk
Allotments	
27. To provide allotments where there is a proven need, improve land and let rights under S 23, 26, and 42 of the Small Holding and Allotments Act 1908. To manage through allotment associations and a coordinating body.	Committee for strategic overview and development. Town Clerk for operational Management
Non-Strategic Highways and Transport	
28. Power to maintain footpaths and bridleways.	Committee within Council policy Town Clerk for operational management
29. Powers to provide parking places for vehicles and cycles.	Committee within Council policy Town Clerk for operational management
30. If made available -Improve off street parking and on street parking enforcement.	Committee within policy and budget Town Clerk for operational management

Formatted: Character scale: 100%

Formatted: List Paragraph, Left, Right: 0 cm, Space Before: 0 pt, Line spacing: single, No bullets or numbering, Tab stops: Not at 1.16 cm

Agenda Item 9

<p>31. Power to provide roadside seats and shelters.</p> <p>32. Power to enter into agreement as to dedication and widening of highways.</p> <p>33. If made available -Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A.</p> <p>34. If made available -Power to provide traffic signs and other objects or devices warning of danger.</p> <p>35. Power to plant trees and lay grass verges and to maintain them</p> <p>36. If made available -Powers relating to car sharing schemes, taxi fare concessions and information about transport; Local Government and Rating Act 1997, S26, 28, 29</p> <p>37. If made available -Power to erect flagpoles in highway land. Highways Act 1980, s144</p>	<p>Committee within policy and budget Town Clerk for operational management</p> <p>Committee within budget and policy. Town Clerk for operational management</p> <p>Committee within budget and policy Town Clerk for operational management</p> <p>Committee within policy and Budget Town Clerk for operational management</p> <p>Committee within policy and budget Town Clerk for operational management</p> <p>Committee within policy and budget Town Clerk for operational management</p> <p>Committee within policy and budget Town Clerk for operational management</p>
<p>Street Lighting (Should Council resolve to use these powers)</p> <p>38. If made available -Power to light roads and public places. Maintenance and upgrading of Street lights. Parish Councils Act 1957 s3: Highways Act 1980, s301: Local Government Act 1972, Sched. 14 para 27</p>	<p>Committee for strategic management within policy and budget Town Clerk for operational management</p>
<p>Burial Facilities (Should Council resolve to use these powers)</p> <p>39. If made available -Powers and duty for maintenance of closed church yards, Local Government Act 1972, S215</p> <p>If made available -Power to maintain monuments and Memorials, Open Spaces Act 1906, Sec 9 and 10; Local Government Act 1972, S214; Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, S1.</p> <p>If made available -Power to contribute towards expenses of cemeteries, Local Government Act 1972, S214. Power to provide Mortuaries, Public Health Act 1936, S198</p>	<p>Committee for strategic overview within budget and policy Operational management to Town Clerk</p> <p>Committee for strategic overview within budget and policy Operational management to Town Clerk</p> <p>Committee for strategic overview within budget and policy Operational management to Town Clerk</p>

Agenda Item 9

<p>Markets</p> <p>40. If made available -To lead on the coordination of infrastructure improvement with markets.</p> <p>41. If made available -To oversee the power to operate and protect the town’s markets under the Food Act 1984 s50-61 or Charter Rights should the Town Council deem it beneficial.</p>	<p>Strategic overview to Committee within policy and budget Operational management to Town Clerk</p> <p>Strategic overview to Committee within policy and budget Operational management to Town Clerk</p>
<p>Heritage</p> <p>42. To oversee the development and delivery of the Heritage Strategy and to directly or indirectly conserve the cultural heritage of the Town.</p> <p>43. If made available -To manage, preserve and promote the use of the Town’s historic records, artefacts and treasures, Local Government (Records) Act 1962, ss1 and 4</p> <p>44. To support Cheshire East Council to provide an Archive Facility</p> <p>45. To act as a hub for organisations to share information on heritage and history of the Town and surrounding area.</p> <p>46-47. Research projects relating to the heritage and history of the Town and surrounding area.</p>	<p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p> <p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p> <p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p> <p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p> <p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p> <p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p>
<p>Community Safety</p> <p>47-49. To contribute to the maintenance of CCTV. (Local Government and Rating Act 1997, s31) or install and maintain.</p> <p>48-50. To support initiatives of the Community Safety Partnership and liaise with The Multi Agency Action Group.</p> <p>49. To lobby for road safety improvement schemes</p> <p>50. To liaise with the Police to reduce crime and promote crime reduction initiatives</p> <p>51. To support the maintenance of PCSOs in the Town</p>	<p>Committee for strategic overview Town Clerk for operational management</p> <p>Committee/Town Clerk in accordance with Council direction.</p> <p>Committee Town Clerk in accordance with policy</p> <p>Committee to respond to consultations</p> <p>Committee in accordance with policy Town</p>

Formatted: Indent: Left: 0.19 cm, Right: 0.85 cm, Space Before: 0.5 pt, Line spacing: Multiple 2.06 li

Formatted: Right: 0.85 cm, Space Before: 0.5 pt, Line spacing: Multiple 2.06 li

Agenda Item 9

	Clerk for operational aspects
--	-------------------------------

<p>52. To support home safety initiatives in the town and work with Cheshire Fire and Rescue on fire safety initiatives</p>	<p>Committee Town Clerk in accordance with policy</p>
<p>Emergency Planning 53. To support Cheshire East and, if needed, lead on preparing and implementing the Emergency Plan for the town</p>	<p>Committee within budget Operational management to Town Clerk</p>

NB. Any action delegated to the Town Clerk may in his/her absence be undertaken by the Assistant Town Clerk after seeking relevant advice as necessary, if the matter cannot wait until the Town Clerk returns.



**MARKETING AND EVENTS & CULTURE
COMMITTEE TERMS OF REFERENCE**

Approved by Council: ~~17th May~~
~~2022~~14TH May 2024 Planned Review
Date: ~~May 2025~~

Formatted: Superscript

110 Members of the Authority

Quorum = 4

To oversee the delivery and commissioning of events in the town and to lead on the promotion and marketing of Crewe as an attractive destination for tourism, business, retail and leisure.

To build relations with stakeholders to allow a consolidated approach to the promotion of the town.

To lead on the branding and marketing of Crewe

Meetings: Alternative months to Council.

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman’s discretion, but are unable to vote.

Function of Committee Column 1	Delegation of Functions Column 2
<p>Public Relations and promotion of the Town Council</p> <p>1 To co-ordinate and promote access to Council services and public information and to advise Council on a Communications and Marketing Policy</p> <p>2 To promote the public face of the Council through the management of public and media relations.</p> <p>3 To promote implementation of the Council's policies in respect of corporate marketing and communication.</p> <p>45 To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on communication</p>	<p>Strategic overview to Committee Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p>
<p>Promotion of the Town and strengthening communities</p> <p>56 To consider and make recommendations on the promotion of the town and tTo determine the Town Council’s Events Programme for the coming year, or other time frame as agreed by the Council.</p> <p>67 To ensure and deliver an events programme that caters for a wide range of tastes and differing age ranges and appeals to both residents and visitors.</p>	<p>Strategic overview and approval of programme to Committee. Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p>

Agenda Item 9

<p>7<u>12</u> To organise, or partner others to organise events which promote the Town, council services or help strengthen communities.</p> <p>8 To work in partnership with others to develop a Crewe Brand and culture.</p> <p>9 Promotion and protection of the Brand image including advertising campaigns.</p> <p><u>10</u><u>13</u> To use the opportunities provided by the Events programme to raise the profile of the Town.</p> <p><u>11</u><u>14</u> Provision, directly or indirectly of Christmas lights, Local Government Act 1972. s 144</p> <p>12 Management of the Town boundary signs, poster sites and Town Map boards.</p> <p><u>13</u><u>15</u> To seek and maximise the benefits of external funding.</p> <p><u>14</u><u>16</u> To have an oversight of working groups formed to support special events and promotional projects and to give support and advice.</p>	<p>Strategic overview to Committee Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p> <p>Strategic overview to Committee Operational management to Town Clerk</p>
<p>Arts, Culture and Education</p> <p>15 Power to provide entertainment and support for the arts, Local Government Act 1972, S145.</p> <p>16 To encourage and facilitate any opportunities to develop further the cultural, <u>arts,</u> educational and social life of Crewe's residents.</p>	<p>Committee within policy Town Clerk for operational Management</p> <p>Committee within policy Town Clerk for operational Management</p>
<p>Tourism</p> <p>17 To support local tourism initiatives to promote the town of Crewe.</p>	<p>Committee within policy Town Clerk for operational Management</p>
<p>Heritage</p> <p>43. To oversee the development and delivery of the Heritage Strategy and to directly or indirectly conserve the cultural heritage of the Town.</p> <p>44. If made available -To manage, preserve and promote the use of the Town's historic records, artefacts and treasures, Local Government (Records) Act 1962, ss1 and 4</p> <p>45. To support Cheshire East Council to provide an Archive Facility</p>	<p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p> <p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p> <p>Strategic overview to Committee within budget and policy Operational Management to Town Clerk</p> <p>Strategic overview to Committee within budget and policy</p>

Agenda Item 9

46. To act as a hub for organisations to share information on heritage and history of the Town and surrounding area.

47. Research projects relating to the heritage and history of the Town and surrounding area.

Operational Management to Town Clerk

Strategic overview to Committee within budget and policy

Operational Management to Town Clerk

Formatted: List Paragraph, Left, Right: 0 cm, Space Before: 0 pt, Line spacing: single, No bullets or numbering, Tab stops: Not at 0.99 cm

Formatted: Font: Not Bold, Character scale: 100%, Not Expanded by / Condensed by


NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.

**PERSONNEL SUB-COMMITTEE
TERMS OF REFERENCE**

Approved by Council: ~~17th May 2022~~ ^{14th May 2024}
 Planned Review Date: ~~May 2025~~

Formatted: Superscript

A sub-committee of the Finance & Governance Committee	
7 Members of the Authority	Quorum = 3
Meetings: Meetings will take place at least bi-annually in September and March. Chair – Chair of Finance & Governance as the responsible committee for the sub-committee.	
All non-sub-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chair’s discretion, but are unable to vote	
Function of Committee Column 1	Delegation of Functions Column 2
1. All delegated functions as set out in the Terms of Reference and Delegation of Council & Finance & Governance Committee	Sub-Committee.
2. To recommend to Council the overall Staffing structure and approval of additional posts.	None-Final approval remains with Council
3. To agree the pay scales and conditions of staff	Town Clerk reserved for Council All other staff to Sub-Committee including payment of honoraria providing within agreed budget.
4. Approval of personnel policies and Employee Handbook	Sub-Committee to make recommendation to Council, including discretionary provisions of National Joint Agreement.
5. Management and Appointment of Staff (Local Government Act 1972 s112-119)	Recommend appointment of new Town Clerk to be endorsed by Council <ul style="list-style-type: none"> • Selection of long list by Town Clerk with personnel assistance if appropriate • Selection of final short list – Chair, Deputy Chair, Mayor and Deputy Mayor • Final Interview – <u>3 members of the</u> Sub-Committee and Mayor Appointment of other Staff Scale Point 29 and above to Town Clerk in consultation with 2 members of Sub-Committee. Appointment of Staff below Scale Point 29 to Town Clerk. Town Clerk for casual staff and temporary appointments to approved positions below Scale Point 29 Decision on whether to fill vacant positions is delegated to Town Clerk. Decision on recruitment of contract staff or interim contract staff to Sub-Committee Management of staff in accordance with Council policy, procedures and budget, including disciplinary actions, to Town Clerk.

 <p>6. Disciplinary matters under the Council's Disciplinary Procedure.</p>	<p>Town Clerk, including actions, sanctions and termination of employment, with permitted appeal to Appeals Sub-Committee (only members not on Personnel Committee) When in relation to the Town Clerk Personnel Sub-Committee, with appeal to Appeals Sub-Committee. Dismissal of Town Clerk to be ratified by Council</p>
<p>7. Determination of individual grading issues and job evaluation</p>	<p>Sub-Committee</p>
<p>8. Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.</p>	<p>Sub-Committee (Council in case of Town Clerk) Administration of retirement in cases of permanent ill health, after appropriate medical advice via Cheshire Local Government Pensions Pensions Discretions Policies to Sub-Committee</p>
<p>9. Approval of job descriptions and person specifications.</p>	<p>Sub-Committee</p>
<p>10. Absence issues under the Council's Attendance Management Guidelines.</p>	<p>Town Clerk except Sub-Committee in the case of Town Clerk</p>
<p>11. Appeals Procedure</p>	<p>Appeals Sub-Committee.</p>
<p>12. To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working</p>	<p>Council</p>
<p>13. Competence Procedure</p>	<p>Town Clerk except Sub-Committee in the case of Town Clerk</p>
<p>14. Issue of Contracts of Employment</p>	<p>Town Clerk except Sub-Committee in the case of Town Clerk Model Contract approved by Committee</p>
<p>15. Redundancy and Redeployment.</p>	<p>Sub-Committee – recommending amended structure to Council</p>
<p>16. Monitoring Equalities Policy in relation to employment</p>	<p>Sub-Committee</p>
<p>17. Approval of Officer Codes of Conduct, supplements and Member – Officer Protocol</p>	<p>Council</p>
<p>18. Health and Safety</p>	<p>Sub-Committee for approval of Policy other than General Statement and organisation which are reserved for Council Sub-Committee to oversee responsibilities for Council within budget and policy Town Clerk for routine management</p>
<p>19. Grievance Procedure</p>	<p>Town Clerk except Sub-Committee in the case of Town Clerk</p>
<p>20. Administration of other Personnel procedures</p>	<p>Town Clerk except Sub-Committee in the case of Town Clerk</p>
<p>21. Employee Development Review and assessment at end of Probationary period</p>	<p>Town Clerk for all staff, often delegated to direct manager. Mayor, Personnel Chair and one other Member of Sub-Committee for Town Clerk</p>
<p>22. Training and Development Plan for Officers</p>	<p>Town Clerk</p>
<p>23. To administer the Volunteers Policy</p>	<p>Town Clerk to administer Sub-Committee to monitor and recommend to Council</p>

Agenda Item 9

24. To administer the Child and Vulnerable Adult Policy	Town Clerk to administer Sub-Committee to monitor and recommend to Council
25. To administer the Council's Equality Policy	Town Clerk to administer for employees, services, volunteers and democratic processes Sub-Committee to monitor and recommend to Council

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her/their absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.

APPEALS COMMITTEE: TERMS OF REFERENCE

Approved by Council: ~~17th May 2022~~ 14th May 2024

[Review Date: May 202~~5~~3]

Formatted: Superscript

~~5-4~~ Members of the Authority, not being members of Personnel Committee.

Quorum = 3

Meetings: Meetings will take place as and when required.

Non-committee members may not attend meetings of this Committee.

Function of Committee Column 1	Delegation of Functions Column 2
1. To determine whether any appeal made by a member of staff under any of the Council's personnel policies are valid.	<ul style="list-style-type: none"> • Committee,
2. To hold appeal hearings under the Disciplinary, Grievance, Competence, Redundancy and Redeployment Policies	<ul style="list-style-type: none"> • Committee to determine the appeal under the appropriate procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.) • Committee may appoint an individual to hear an appeal • Only Council may uphold a decision to dismiss the Town Clerk
3. To determine any appeals under the Council's Complaint Procedure which is delegated to it.	<ul style="list-style-type: none"> • Committee to determine the appeal under the Procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.) • Committee (or appointed individual) to make redress up to the value of £500. • Town Clerk to make redress up to the value of £200
4. To determine any appeal under Freedom of Information or Data Protection legislation.	<ul style="list-style-type: none"> • Committee



Crewe Town Council

Internal Audit 2023/24

Interim Report

JDH BUSINESS SERVICES LTD

The internal audit of Crewe Town Council is carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements
- The authority has complied with the publication requirements for the prior year AGAR.
- The authority correctly provided for a period for the exercise of public rights for the prior year AGAR
- The authority published required information on a website up to date at the time of the internal audit in accordance with relevant legislation.

The interim internal audit provides evidence to support the annual internal audit conclusion in the AGAR Annual Return for larger councils.

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.

J D H Business Services Ltd

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
2023/24 interim internal audit			
1	Pay rises are notified to the payroll agent solely via an email from the clerk.	<i>The Chair should be copied into the email from the clerk noting the annual officer pay rise information, and all other pay rises/changes, to the payroll agent.</i>	The Chair of Personnel is informed in advance of any payroll amendments and also chairs the meeting where incremental considerations are made. Additionally, they will be copied in to all salary emails in the future
2	A checklist review of governance identified that policies for gifts and hospitality, and expenses, have not been established by council covering both councillors and staff.	<i>The council should consider establishing a gifts and hospitality policy, and an expenses policy.</i>	On the F&G Agenda January 2024
3	Budgetary control - Although budgetary control reports downloaded for the Rialtas system are presented to council	<i>Material variances should be explained in the presentation of budgetary control</i>	Implemented

	ISSUE	RECOMMENDATION	FOLLOW UP
	<p>regularly, material variances are not analysed and explained as per the requirements of Financial Regulations:</p> <p>4.8. The RFO shall regularly provide the Council with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least every second month and shall show explanations of material variances. For this purpose, “material” shall be in excess of £100 or 15% of the budget, whichever is the greater.</p> <p>- A budgetary control report was presented to the meeting held on 26th September 2023, however, the review of the information is not clearly indicated in the minutes which state ‘23/CTC/3/10. To consider the budget setting process for financial year 2024/25, as recommended by the Finance & Governance Committee The process and progress was agreed’</p>	<p><i>information as required by Financial regulations.</i></p> <p><i>Minutes should clearly state what budgetary control information was put to the meeting, the period it covered, and that the budgetary control information has been reviewed and noted by council, including any issues raised by councillors from review of the information.</i></p>	<p>Implemented</p>
4	<p>The council secured an independent review by a procurement specialist of procurement processes, documentation</p>	<p><i>The council should implement the recommendations of the procurement report. In particular, a complete contracts</i></p>	<p>Implemented</p>

	ISSUE	RECOMMENDATION	FOLLOW UP
	and policies which has resulted in a consistent suite of procurement documentation and a report containing recommendations, including the development of a contracts register.	<i>register should be developed which also includes all SLAs. The register could also include licenses to ensure they are renewed when required.</i>	
2022/23 year end internal audit			
1	The fidelity cover is currently £2,000,000, however, fidelity insurance should aim to cover the maximum projected cash and bank balances which is estimated as the year end cash and bank balances of £1,427,262 plus the estimated next precept instalment of £602,504, which is an estimated maximum projected balances of at least £2,029,766	<i>As part of risk assessment procedures, the council should annually estimate maximum projected cash and bank balances and review this against the current fidelity cover and set the level of fidelity insurance accordingly.</i> <i>The council need to review the current level of fidelity insurance as it does not cover maximum projected cash and bank balances.</i>	Implemented
2	The £amount of the precept request for 2022/23 is not recorded in the full council minutes which is a requirement of the Local Government Act 1992 as the December 2022 council meeting agreed the precept but did not state the monetary amount of the precept.	<i>The amount of precept requested must be stated in the council resolution of the minutes where the precept was decided.</i>	Noted

	ISSUE	RECOMMENDATION	FOLLOW UP
2022/23 interim internal audit			
1	The sole trustee charity is not being managed in accordance with the trust deed as there have been no meetings of the trustee to determine annual distributions since the town council became sole corporate trustee. The council is also encountering time consuming administrative challenges with the fund manager, for instance, to set up dividend payments to be paid into the charity bank account. The level of permanent endowment in the charitable reserves has still not been established.	<i>The council should carry out an options appraisal to determine the future of the charity to best ensure the charity objects are delivered. For instance, there are potentially other options available including, for example, transfer of the assets to a local charity with similar objects. The Charity Commission should be asked for guidance regarding all the options available to the council, and processes to be followed, to ensure the Charity Act and other requirements are complied with.</i>	2023/24 follow up - Implemented The council as sole trustee has resolved to close the JMcBride trust and the council has received the Charity Commission approval and closure notice. We are informed the funds will be allocated to an earmarked reserve to be applied for the original charitable purpose in the trust deed.
2	The council is not complying with the Financial Regulations (FRs) with regard to transfers between bank accounts and the CCLA deposit funds. Financial Regulations require the following: <i>8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).</i>	<i>The Financial Regulations regarding transfers between bank accounts should be complied with.</i> <i>The requirements for transfers described in the risk assessment should match the requirements in the FRs.</i>	Implemented

	ISSUE	RECOMMENDATION	FOLLOW UP
	In addition, there is conflict between the requirements of the FRs and the risk assessment which simply states that the clerk can transfer money with no authorisation requirements: <i>'Transfers - Monies may be transferred between the Councils accounts by the Clerk'</i>		
2021/22 year end internal audit			
1	A review of the nominal ledger identified that a grant received of £21487 had been incorrectly posted to expenditure cost centre 4286. The effect of this is to understate both income and expenditure by £21487. The draft accounts have now been amended to rectify this issue.	<i>All grants received should be posted to a grant income cost centre.</i>	Implemented
2	RECURRING ISSUE Testing of the detailed list of creditors identified that a significant element did not relate to goods and services received by the council in 2021/22 as they were approved grants that were due to be paid. Therefore, the accounts have been	<i>Year end procedures should be improved to ensure creditors included in the council balance sheet are completely and accurately stated.</i>	Implemented

	ISSUE	RECOMMENDATION	FOLLOW UP
	adjusted to remove these invalid creditors and include them instead in earmarked year end reserves.		
2021/22 interim internal audit			
1	<p>The risk assessment does not address the risks of supplier fraud. Most standard local council insurance policies do not cover supplier fraud. The supplier fraud risks can be managed via robust policies and procedures including prevention actions such as:</p> <ul style="list-style-type: none"> - training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information. - establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. A person should be authorised to approve a 	<i>The risk assessment should be updated to include supplier fraud including the adequacy of supplier onboarding controls.</i>	Implemented

	ISSUE	RECOMMENDATION	FOLLOW UP
	<p>supplier bank account change after having reviewed the process undertaken to verify the supplier details change</p> <ul style="list-style-type: none"> - periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments. - checking address and financial health details with Companies House - checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account 		
2	The investment dividends for the John McBride Charity are paid into the town council bank account.	<i>The investment provider should be provided with the correct bank account details to ensure all investment income is paid directly to the sole trustee charity.</i>	<p>2023/24 follow up – Implemented - Charity now closed by resolution of the sole trustee</p> <p>22/23 follow up Recommendation Outstanding – the council has encountered administrative challenges with completing this with the fund manager.</p>

	ISSUE	RECOMMENDATION	FOLLOW UP
2020/21 year end internal audit			
1	Testing of the detailed list of accruals identified that a significant element did not relate to goods and services received by the council in 2020/21 as they were grants that were due to be paid in 2021/22. Therefore, the accounts have been adjusted to remove these invalid accruals and include them instead in earmarked year end reserves.	<i>Year end procedures should be improved to ensure accruals included in the council balance sheet are completely and accurately stated.</i>	2022/23 follow up – implemented 2021/22 follow up - Recommendation Outstanding
2	The risk assessment does not address the risks of supplier (procurement) fraud.	<i>The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.</i>	2022/23 follow up – implemented 2021/22 follow up - Recommendation Outstanding - the risk assessment currently only requires the VAT number of a new supplier to be checked as a supplier fraud prevention action. See 2021/22 issues.
3	The sole trustee charity accounts provided for review were incorrect as no prior year comparatives had been included, and cash and bank balances in the Statement of Assets and Liabilities were incorrectly	<i>The charity accounts have now been correctly amended. The council should ensure draft charity accounts are thoroughly reviewed before submission to internal audit to ensure they are complete</i>	2023/24 follow up – Implemented - Charity now closed by resolution of the sole trustee.

	ISSUE	RECOMMENDATION	FOLLOW UP
	stated. In addition, there appears to be doubt as to whether the investments of the charity should be classified as restricted reserves, unrestricted reserves or permanent endowment funds.	<p><i>and accurate and include prior year comparatives.</i></p> <p><i>Recurring Issue - charity investment funds: We previously recommended that the council needs to determine whether any of the brought forward Trust funds are Permanent Endowment funds, ie funds which cannot be expended due to restriction in the charity governing documents. This recommendation is still outstanding.</i></p>	Implemented
2020/21 interim internal audit			
1	A £20000 contract was agreed with CVS Cheshire East in February 2020 by the community plan committee but no signed SLA or contract was established for this supply of community development services.	<i>A signed SLA or contract should be established for all material contracts.</i>	No longer applicable as agreement not continued further after one year.
2	The cost of services provided by the local council association to support the council substantially exceeded the threshold for securing three quotations in the Financial Regulations (FRs). However, only one quotation was sought for these services	<i>When exemptions are relied upon in the Financial Regulations for not securing three quotations for a supply in excess of £3000, the decision and the exemption relied upon should be clearly recorded in the minutes.</i>	No issues identified in 2021/22 procurement testing

	ISSUE	RECOMMENDATION	FOLLOW UP
	which we were informed were considered specialist. The minutes do not record the exemption of the supply from standard procurement requirements of FRs due to the apparent specialist nature of the service.		
3	In April 2020 smartphones were purchased using the payment card for £239.94. These assets were gifted to a local charity but as they were purchased through a payment card the council would not have been able to authorise the purchase and gift of these assets in advance. The payment card has now been cancelled so this issue should not recur.	<i>Internal controls should ensure that the council authorise in advance the purchase and subsequent gifting off assets to local organisations.</i>	Purchase of assets for third party organisations with the payment card has ceased
4	Review of the draft updated fixed assets register identified that each of the eleven allotment sites is now included as a cost of £47272.73 when they were previously recorded as gifted at a nominal value of £1 each.	<i>The draft fixed assets register should be reviewed and cross checked to the previous asset register to ensure the cost/value of assets complies with the requirements of the Practitioners Guide for Smaller Councils.</i>	Implemented
5	Recurring Issue - Member checks - There was no evidence of an detailed member checks to source documentation of the monthly	<i>As part of ongoing probity controls over expenditure, the council should apply member checks to online payments and payroll during the year to satisfy</i>	2023/24 follow up – Implemented Evidence of member checks seen for 2020/21, however,

	ISSUE	RECOMMENDATION	FOLLOW UP
	<p>payroll from April to October</p> <ul style="list-style-type: none"> - There is no evidence of member sample checks for online payments with supplier bank accounts from April to October 	<p><i>themselves as to the validity of payments, including:</i></p> <ul style="list-style-type: none"> - <i>To provide assurance that the correct suppliers have actually been paid the amounts the council has approved, periodically a nominated councillor should select a small sample of payments from the actioned online payments and agree the online payment bank details to the bank account details of the supplier on the invoice</i> - <i>Supplier fraud prevention controls – A nominated councillor should check bank details for the first payment to a supplier to a signed confirmation letter from the supplier. The same procedure should apply where a supplier has purported to have changed bank accounts (particularly if the request is via email).</i> - <i>Monthly payroll should periodically be agreed on a sample basis back to source documentation such as authorised salary</i> 	<p>recommendation outstanding for 2021/22 as at date of interim internal audit.</p>

	ISSUE	RECOMMENDATION	FOLLOW UP
		<p><i>increases, timesheets, employment contracts</i></p> <p><i>All the above member checks should be evidenced by a signature and date.</i></p>	

REPORT STATEMENT

Meeting: Finance & Governance Committee 16 01 2024
Report Purpose: To appoint tree professionals for regular tree inspections and advice
Version Control: v1
Author: Clerk

1. **Summary:**

Taking on the responsibility for tree management and recognising the increasing risk to storm damage, the report seeks to appoint a tree inspection provider for Crewe Town Council's public spaces assets

2. **Background**

Crewe Town Council received the transfer of the allotments in 2017. Additionally, the council received the land around the Railway Cottages in 2023.

There has been no formalised routine for inspection, which leads to a risk of issues relating to degrading trees and potential limb fall.

3. **Position:**

Crewe Town Council owns 11 allotment sites and parcels of land surrounding the Railway Cottages.

These sites contain trees of vary scales, ages, species and levels of maintenance.

A Request for Quotations was advertised in December to seek suitably experienced and professional contractors to be appointed to carry out routine inspections, provide associated reports, advice and carry out works required as well as be available for responsive call outs should the be required.

The opportunity was circulated to local and regional providers.

4. **Equality Impact:**

All services are delivered within the council's diversity and equality policy as well as associated legislation and regulation.

5. **Sustainability Impact:**

The council has a budget for contracts. The routine inspection of trees is required to seek to achieve safety and best management practice. Ad hoc approaches are more time intensive than planned activities.

6. **Community Impact:**

Agenda Item 11

The delivery of services seeks to be for the benefit of residents, businesses and visitors to Crewe.

7. **Governance:**

Crewe Town Council Corporate Strategy
Crewe Town Council Financial Regulations
Local Government Act 2011

8. **Financial Impact:**

Based on awarding a 3 year contract:

Inspection of allotment sites and land at the Railway Cottages and provision of associated reports and advice:

Yr 1 £2,400

Yr 2 £1,800

Yr 3 £1,800

9. **Resource Impact:**

Planned inspection provides for less time resource when compared with ad hoc approach

10. **Consultation/Engagement:**

On going engagement with the allotment sites and Railway Cottages Residents Association

11. **Wards Affected:**

All

12. **Conclusions:**

- i. That responsible asset management would be demonstrated by initiating planned inspection of trees
- ii. That this will need to be extended to include for boundary and site safety inspections

13. **Consideration Sought:**

- i. That a 3 year contract is awarded on the basis of the above costings for inspection and reporting of sites, noting that any intervention works would be additional.



Hamps Valley Limited

Crewe Town Council
Crewe Town Council, 1 Chantry Court
Forge Street
Crewe
CW1 2DL

Date Sent: 30/11/2023
Quote information
Account No: 986
Quote No: HVQ-2077
Surveyor: Kristian Turner
Site Ref No:
Order No:

Quotation

Site Address Crewe Town Council, 1 Chantry Court, Forge Street, Crewe, CW1 2DL

Item No	Item	Work Description	Value
1	Tree Survey First Year	Tree safety survey. Assess the condition of the trees for safety requirements. To include the railway cottages and 9 allotment sites. In this initial year we will map and plot the trees on all of the sites	£2,400.00
2	Tree survey second year	Tree safety survey. Assess the condition of the trees for safety requirements. To include the railway cottages and 9 allotment sites	£1,800.00
3	Tree survey third year	Tree safety survey. Assess the condition of the trees for safety requirements. To include the railway cottages and 9 allotment sites	£1,800.00

Total Value: £6,000.00
Vat(20%): £1,200.00
Total Inc Vat: £7,200.00

BLANK